



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 37 OF 2023
DATE ISSUED 13 OCTOBER 2023

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **GOVERNMENT TECHNICAL ADVISORY CENTRE:** Kindly note that the following Team Assistant post was advertised in Public Service Vacancy Circular 45 dated 25 November 2022, the advertisement for the Team Assistant with Ref No: G28/2022 with a closing date: 09 December 2022 is withdrawn.

**PROVINCIAL ADMINISTRATION: KWA ZULU NATAL
DEPARTMENT OF HEALTH**

MANAGEMENT ECHELON

<u>POST 37/125</u>	:	<u>CHIEF EXECUTIVE OFFICER REF NO: G116/2023</u> Cluster: Hospital Management Services
<u>SALARY</u>	:	R1 162 200 - R1 365 411 per annum (Level 13), an all-inclusive salary package
<u>CENTRE</u>	:	RK Khan Hospital
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in a clinical related field, with a valid registration with the relevant professional body, A post graduate degree/ diploma in management. 5 years of experience at senior managerial level. Unendorsed valid Code B driver's licence (Code 08). Recommendation: Management experience at a Regional/Tertiary Hospital will be an added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.
<u>DUTIES</u>	:	Job Purpose to plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective and efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facilities Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to for infrastructure planning and timeous maintenance of facilities and its equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committees/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.
<u>ENQUIRIES</u>	:	Mrs RT Dube Tel No: (033) 940 2499

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

FOR ATTENTION NOTE : Miss NS Buthelezi
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (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. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview.

CLOSING DATE : 27 October 2023

OTHER POSTS

POST 37/126 : **SENIOR MANAGER: MEDICAL SERVICES REF NO: M06/2023**
Cluster: Hospital Management Services

SALARY : R1 653 234 per annum
CENTRE : RK Khan Hospital
REQUIREMENTS : MBCHB Degree qualification; plus, Current registration with HPCSA as a Medical Practitioner; plus, a minimum of ten (10) years' experience in medical management after registration with the HPCSA; plus, Unendorsed valid Code B Driver's License (Code 08). Recommendation: Post-graduate diploma/degree in management will be an added advantage. Knowledge, Skills, Training and Competencies Required: Possess sound knowledge of the relevant Acts, Policies and Regulations administered by the KZN Department of Health. Possess sound knowledge of legislation relating to the practice of medicine in South Africa. Have good communication, leadership, decision making, team building and motivation skills. Be Computer literate with a proficiency in MS Office Software Applications.

DUTIES : Ensure the provisions of protocols and guidelines to the Medical and Allied Professions Team. Formulate policies and Procedures for clinical services and ensure that they are in accordance with current statutory regulations and guidelines. Provide leadership, management and support to all Cluster Managers, Clinical Heads, Clinical Managers, Pharmacy, Allied Health Professionals and all staff under their supervision. Advocate for safe quality clinical care and lead hospital towards certification by Office of Health

Standards Compliance (OHSC). Liaise with other stakeholders within and outside the Department of Health such as Chief Specialists, other hospital management teams, the Health District Office and Medical School on Medical and Management issues. Ensure optimal use of resources, both human and financial. Put systems in place for good corporate and clinical governance in compliance with preparations for full rollout of universal health coverage (NHI). Continuously assess and build the required package of service according to needs of the population. Ensure continuous monitoring of morbidity and mortality through clinical audits. Formulate strategic plans in keeping with the requirements of the hospital and the department as directed by the mission. Ensure that cost-effective service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down policies and procedures.

- ENQUIRIES** : Mrs RT Dube Tel No: (033) 940 2499
- APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand delivered to: 330 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower
- FOR ATTENTION** : Mr. A Memela
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview.
- CLOSING DATE** : 27 October 2023
- POST 37/127** : **MANAGER (MEDICAL SERVICES) REF NO: MAD 59/2023 (X1 POST)**
- SALARY** : Grade 1: R1 288 095 – R1 427 352 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** : MBChB degree or equivalent qualification PLUS. A minimum of 3 Years' experience after registration with HPCSA as Medical practitioner. Registration Certificate with HPCSA as an Independent Medical Practitioner. Knowledge, Skills and Competencies required: Knowledge of current health and public service legislation and policies. Sound clinical knowledge experience is the respective discipline. Excellent to develop and monitor policies. Computer Literacy. Sound negotiation, planning organizing, decision making and conflict management skills. Knowledge and experience in the District Health System.
- DUTIES** : The incumbent of the post is to assist the Senior Manager: Medical Services in the following areas: Developing and managing a system for dealing with medico legal claims. Ensure the provision of protocols and guidelines to the Medical and Allied professions team. Formulate policies and procedures for clinical services and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all Cluster Managers, Clinical Head, Clinical Managers, Pharmacy,

Allied Health professionals and all staff under their supervision. Conduct service assessment and implement quality improvement programmes. Lead Clinical Governance functions within the institution. Liaise with other stakeholders within and outside Department of Health such as Chief Specialists, other Hospital management teams, District Office and management issues. Ensure optimal use of resources both human resources and financial resources. Ensure continuous monitoring of morbidity and mortality through clinical audits. Ensure that cost-effective service delivery is maintained within the hospital. Maintained discipline and deal with grievances and Labour Relation issues in terms of the laid down procedure and policies. Develop Integrated Primary Health Care support and outreach services in PHC clinics supported by Madadeni Hospital. Improve Clinical Quality and Patient Satisfaction. Establish multi-disciplinary teams and improve competencies of Health Care Workers. Participate in Senior Management and strategic activities. Perform compulsory commuted overtime in line with hospital needs.

- ENQUIRIES** : Dr. X.F Nene Tel No: (034) 328 8007
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
- FOR ATTENTION** : The Recruitment Officer
- 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 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** : 27 October 2023
- POST 37/128** : **CLINICAL MANAGER: MEDICAL (ORTHOPAEDIC) REF NO: MAD 60/2023 (X1 POST)**
- SALARY** : Grade 1: R1 288 095 – R1 427 352 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** : MBChB degree or equivalent qualification plus; Registration Certificate as a Medical Practitioner with HPCSA. Current registration with HPCSA (2023 Receipt). Three (3) years' experience after registration with HPCSA as a Medical Practitioner. Recommendations: 1 year relevant management /supervisory experience. computer literacy. Post fellowship training in Orthopaedics. Knowledge, Skills and Competencies required: Ability to diagnose and manage all emergencies (adult and paediatric) and in all disciplines. Ability to teach and /or supervise staff at all levels (Interns, Medical Offices, nursing personnel etc) in the emergency department. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles. Excellent communication skills (verbal and written). Sound knowledge of Human Resource Management, EPMDS process and requirements, and the disciplinary and grievance management processes. Sound understanding of resource allocation and optimization, budgeting and expenditure control. Provide team leadership, and possess the ability to solve problems and resolve conflict. Ability to develop and implement Policies and Guidelines for

<u>DUTIES</u>	:	the Emergency Medicine department. Sound knowledge of relevant ethical and medico-legal issues.
	:	Planning and implementation of Orthopaedics services (Outpatient, Inpatient, and Operating Theatre lists). Participate / provision if after-hour service. Co-ordination and equitable rationalization of Specialist Orthopaedics services in the Amajuba District and outlying drainage areas. Liaison with institutional management of hospitals in the district and drainage areas to improve quality of care. Facilitation of staff training and development. Participate/ support the outreach programme to the referring hospitals and clinics. Liaison with the relevant Chief Specialists regarding services development. Develop a training program for medical, nursing and allied services. Develop policies and guidelines facilitating service delivery. Participate in quality improvement projects and clinical auditing. Cost effective utilization of scarce resources. Participate in Senior Management and strategic activities. Rationalize and manage the Orthopaedic emergency Department in line with the strategy. Develop and manage the Emergency Department in line with the strategy. Ensure optimal level of skills and competencies of all staff, including sessional workers in the department. Develop and promote teaching and training in the unit (CSO's, Medical Officers, Interns and nursing personnel). Conducts audits and research that are relevant to the needs of the department (including Morbidity and Mortality meeting and patient safety incidents). Participate actively in advancing E-health utilization in Orthopaedics.
<u>ENQUIRIES</u>	:	Dr. X.F Nene Tel No: (034) 328 8007
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<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 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.
<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/129</u>	:	<u>MANAGER: MEDICAL SERVICES REF NO: HRM 86/2023 (X1 POST)</u>
<u>SALARY</u>	:	R1 288 095 – R1 427 352 per annum, (all-inclusive package excluding overtime)
<u>CENTRE</u>	:	King Edward VIII Hospital/St. Aidan's complex
<u>REQUIREMENTS</u>	:	MBCHB or equivalent qualification PLUS Registration with HPCSA as a Medical Practitioner Plus Current registration with HPCSA as a Medical Practitioner (2023) Plus A minimum of 3 years appropriate experience after registration with HPCSA as a Medical Practitioner. Recommendations: Computer Literacy, Public Medicine Diploma or Degree will be an added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of current Health and Public Service Legislation and Policies, Sound clinical knowledge, experience of the respective disciplines, Excellent Human Relations, communication skills, leadership and team building skills, Ability to develop and monitor policies, Sound negotiation, planning, organizing decision making and conflict management skills, Knowledge and experience in the District Health System.
<u>DUTIES</u>	:	The incumbent of the post is to assist the Senior Manager: Medical Services in the following areas, Managing the system for dealing with Medico-Legal

claims, Ensure the provision of protocols and guidelines to the Medical and Allied Professional teams, Formulate policies and procedures for Clinical Services and ensure that they are in accordance with the current statutory regulations and guidelines, Provide leadership, management and support to all Cluster Managers, Clinical Heads, Pharmacy, Allied Health Professionals and all staff under their supervision, Conduct service assessment and implement quality improvement programs, Lead Clinical Governance functions within the institution, Liaise with other stakeholders within and outside Department of Health such as Chief Specialists, other Hospital management teams, the District Office and Medical School on medical and management issues, Ensure optimal use of resources, both Human Resources and Financial Resources, Ensure continuous monitoring of Morbidity and Mortality through Clinical Audits, Ensure that cost-effective service delivery is maintained within the Hospital, Maintain the discipline and deal with grievances and Labour Relation issues in terms of the laid down procedures and policies. Improve Clinical Quality and Patient Satisfaction, Establish multi-disciplinary teams and improve competencies of Health Care Workers, Participate in the Senior Management and Strategic Activities. Monitor of adverse events, ensuring adherence in the domains, to entry and exit criteria, Ensuring that the operational plan of the hospital is implemented within the medical component of each domain.

- ENQUIRIES** : Dr. K.B. Bilenge Tel No: (031) 360 3854
- APPLICATIONS** : All applications can either be submitted via email to twigggarib@kznhealth.gov.za or kingedwardhospitalHRJobapplication@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red box marked "applications" next to the ATM in the Administration building.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary plus proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref KE 28/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
- CLOSING DATE** : 27 October 2023
- POST 37/130** : **MEDICAL SPECIALIST: NEONATAL REF NO: LRH 65/2023 (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 – R 2 001 927 per annum all-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. 18% inhospitable plus fixed commuted overtime). Other benefits: 13TH Cheque, (Medical Aid Optional).
- CENTRE** : Ladysmith Regional Hospital
- REQUIREMENTS** : **Grade 1:** Grade 12. A tertiary qualification (MBCHB or equivalent), plus. Current registration with the Health Professionals Council of South Africa as a Specialist. One (1) 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. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus. Current registration with the Health. Professionals Council

of South Africa as a Specialist plus Five (5) post registration experience as a Medical Specialist or Six (6) 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. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus. A valid registration with the Health Professionals Council of South Africa as a Medical Specialist OR. Ten (10) years post registration experience as a Medical Specialist. 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. **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, Training and Competencies: 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. NB: Performance of commuted overtime is compulsory and will be worked in the discipline based on the need of the institution.

ENQUIRIES : Dr M.E. Pule (Medical Manager) Tel No: (036) 637 2111
APPLICATIONS : All applications should be emailed to LadysmithHospitalJob@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

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

CLOSING DATE : 27 October 2023

POST 37/131 : **MEDICAL SPECIALIST GRADE 1,2 REF NO: ADD/RAD38/2023 (X1 POST)**
 Component: Radiology

SALARY : Grade 1: R1 214 805 per annum, (all-inclusive package)
 Grade 2: R1 386 069 per annum, (all-inclusive package)

<u>CENTRE REQUIREMENTS</u>	: Addington Hospital: KwaZulu Natal : MBChB Degree, Registration certificate with the Health Professions Council as a Specialist in Radiology, Current registration card (2023/2024) with HPCSA, Grade 1: No experience. Grade 2: Appropriate qualification in relevant discipline that allows registration as a Medical Specialist with HPCSA plus five (5) years' experience in the discipline after registration with the HPCSA as a Medical Specialist. Certificate of Service endorsed by Human Resource Department. Recommendations: Mammography and related breast interventional processes would be a recommendation. Knowledge, Skills Training and Competencies Required: Sound knowledge and experience of Radiology procedures and protocols. Good verbal and written communication skills and interpersonal skills. Sound teaching and supervisory abilities. Ability to function independently and perform procedures in a challenging Mammography environment. A concern of excellence. Quality awareness. The ability to function in a multi-disciplinary team.
<u>DUTIES</u>	: Assist the Head of Department to ensure an optimal Radiological and Mammographic service is provided. Assist the Head of Department in the development of management protocols / policies for the department. Organize, prepare and chair interdepartmental clinical radiology meetings. Provide outpatient, inpatient clinical services and referral services with experience in providing Mammographic services and related interventional procedures. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviews, clinical documentation audits etc.) and continuous professional development activities. Participate in the training of registrars and promote ongoing staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of overtime duties is compulsory.
<u>ENQUIRIES APPLICATIONS</u>	: Dr P Naidoo Tel No: (031) 327 2000 : All applications should be forwarded to: Attention: The Human Resource Department, 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 NOTE</u>	: Mrs P Makhoba : 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>	: 27 October 2023
<u>POST 37/132</u>	: <u>MEDICAL OFFICER GRADE 1,2,3 REF NO: NGWE 120/2023</u> Department: Surgery
<u>SALARY</u>	: Grade1: R906 540 – R975 738 per annum Grade 2: R1 034 373 – R1 112 730 per annum Grade 3: R1 197 150 – R1 491 627 per annum Other Benefits:13 th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the 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

**CENTRE
REQUIREMENTS**

Commuted overtime which is determined by service delivery needs of the department.

: Ngwelezana Hospital
: Senior Certificate / Grade 12. Appropriate medical qualification in Health science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. **Grade 1:** No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of six (06) years relevant experience after registration as Medical Practitioner with 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 minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 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. Current BLS/ACLS is an advantage to candidates. DipPEC additionally an advantage. Applicants must be in possession of a current ATLS certificate and must have already passed the FCS Primary Exam. Knowledge, Skills, Attributes and Abilities: Appropriate medical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Concern of excellence.

DUTIES

: Provision of quality patient-centred care for all patients in the hospital and satellite clinics. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services in a form of commuted overtime as per the departmental needs. Provide medical related information to clinical staff as may be required. Undertake on-going care individual's patients to allow for continuity of care including ward rounds and clinic visits. Maintain accurate health records in accordance with the legal ethical considerations. Train and guide staff who are health professionals. Actively participate in morbidity and mortality reviews. Attend and participate continuous medical education and training. Participate in quality improvement programs which include clinical governance and national core standards. Ensure cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform duties as assigned by the supervisor or other senior officials.

**ENQUIRIES
APPLICATIONS**

: Dr. M Naidoo Tel No: (035) 901 7000
: 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** : 27 October 2023
- POST 37/133** : **MEDICAL OFFICER REF NO: MO T&B/1/2023 (X1 POST)**
Department: Trauma and Burn Unit
- SALARY** : Grade 1: R906 540 per annum, (all-inclusive salary package (excluding commuted overtime)
Grade 2: R1 034 373 per annum, (all-inclusive salary package (excluding commuted overtime)
Grade 3: R1 197 150 per annum, (all-inclusive salary package (excluding commuted overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBCHB or equivalent plus Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA 2023/20224. Completion of Community Service and full registration independent practice. Additional recommendations: Completion of the ATLS and ACLS and PALS (or APLS) courses. Additional training such as ultrasound course, Dip PEC or DA, or completion of FCS (SA) training but not yet registered as specialist. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with 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. **Grade 2:** Five (5) years but less than ten (10) appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six (6) Years' relevant experience after registration as a Medical Practitioner 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. **Grade 3:** Ten (10) years and above appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner 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, Training and Competencies Required: Sound knowledge of medicine, surgery and paediatrics including the recognition and management of emergencies in both adults and children. Knowledge of principles of peri-operative care, and supportive management of the critically ill burn or trauma patient.
- DUTIES** : Initial resuscitation, ongoing ward management and perioperative care of the acute trauma and burns patients. Assisting with the operative management of the trauma and burns patient. Participation in the audit, academic and research programs of the trauma unit. Calls will be done in the trauma ICU and cover Burns unit, during the call the successful candidate will be responsible for both trauma/burns patients and transplant unit emergencies. Calls are done on-site (NB after a minimum of 6 months the experience may be signed off as required ICU-time for the surgical intermediate exam for those not yet at that level) Participation in the burn care and trauma team. Due to the participation in the Trauma Team the requirement is for completion of ATLS/ACLS and PALS as per the TSSA Level 1 Trauma Center accreditation status.
- ENQUIRIES** : Dr. TC Hardcastle Tel No: (031) 240 1000, ext: 2389 / speed-dial 6195

- APPLICATIONS** : All applications should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- FOR ATTENTION NOTE** : Human Resources Manager
 : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 27 October 2023
- POST 37/134** : **MEDICAL OFFICER: RENAL /NEPHROLOGY REF NO: MO RENAL/NEPH/1/2023 (X1 POST)**
 Department: Renal/Nephrology
- SALARY** : Grade 1: R906 540 per annum, (all-inclusive salary package (excluding commuted overtime)
 Grade 2: R1 034 373 per annum, (all-inclusive salary package (excluding commuted overtime)
 Grade 3: R1 197 150 per annum, (all-inclusive salary package (excluding commuted overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
 : Senior Certificate. MBCHB degree. Registration with the Health Professions Council of South Africa as a medical practitioner. Completion of Community Service. Experience: **Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner 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. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner 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. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner 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 Experience Required: Sound clinical knowledge in Internal medicine with ability to manage medical emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage in-patients

<u>DUTIES</u>	:	and out-patients in general nephrology, peritoneal dialysis, haemodialysis and renal transplantation. Driver's licence is preferable.
	:	Examination, diagnosis and management of patients. Performance of commuted overtime. Facilitation of staff training and on-going medical education. Participation in quality improvement imperatives (morbidity and mortality meetings, clinical audits). Performance of research. Contribution to the Department's academic programme. Be part of a multi-disciplinary team.
<u>ENQUIRIES</u>	:	Dr. S Hariparshad Tel No: (031) 240 1258/ (031) 240 1325
<u>APPLICATIONS</u>	:	All applications should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>FOR ATTENTION</u>	:	Human Resources Manager
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/135</u>	:	<u>CLINICAL PSYCHOLOGIST REF NO: NDH2023/23 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R790 077 – R866 658 per annum Grade 2: R918 630 – R1 018 047 per annum Grade 3: R1 063 611 – R1 249 254 per annum Other Benefits: 13 th cheque, housing allowance (employees must meet the prescribed requirements), (medical aid optional).
<u>CENTRE</u>	:	Northdale Hospital
<u>REQUIREMENTS</u>	:	Grade 1: National Senior certificate and Master's degree in Clinical Psychology plus registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. No experience required after registration with the HPCSA as an independent practitioner in respect of RSA qualified employees. One (1) year of relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign qualified employees of whom it is not required to perform Community service, as required in South Africa. Grade 2: Master's degree in Clinical Psychology plus registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Eight (8) years relevant experience required after registration with the HPCSA as an independent practitioner in respect of RSA qualified employees. Minimum of nine (9) years of relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign qualified employees of whom it is not required to perform Community service, as required in South Africa. Grade 3: Master's degree in Clinical Psychology plus registration with the Health Professional Council of South Africa (HPCSA) as

a Clinical Psychologist. Sixteen (16) years relevant experience required after registration with the HPCSA as an independent practitioner in respect of RSA qualified employees. Minimum of seventeen (17) years of relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign qualified employees of whom it is not required to perform Community service, as required in South Africa. Recommendation: Unendorsed valid driver's licence (code 8 or 10). Computer literacy in Microsoft word, excel, outlook, PowerPoint. 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 clinical knowledge and skills in assessment, diagnosis and treatment protocols. Competency in the administration, scoring and interpretation of psychological tests. Ability to function in a multi-disciplinary team. Excellent communication and interpersonal skills. Excellent report writing skills. Knowledge of all applicable legislation related to medico legal assessment.

- DUTIES** : Development and implementation of psychological services to insourced facilities. Provision of psychological services to mental health care users (MHCUs). Assessment, diagnosis and treatment of MHCUs. Develop and render psychotherapeutic programmes for all MHCUs and where applicable families e.g. Cerebral Palsy cases. Attend to relevant administrative matters. Maintain accurate records e.g. report writing, note taking. To keep abreast with and gain exposure to psychological practices pertinent to the treatment of MHCUs. Offer outreach services and training where applicable.
- ENQUIRIES** : Ms N Mahomed Tel No: (033) 397 6420
- APPLICATIONS** : All applications to be posted to: The Human Resource Department, Northdale Hospital Private Bag X9006, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs. NR Madlala
- CLOSING DATE** : 27 October 2023

POST 37/136 : **CLINICAL PSYCHOLOGIST REF NO: VRH 51/2023**

- SALARY** : Grade 1: R790 077 per annum
Grade 2: R918 630 per annum
Grade 3: R106 3611 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements) and 17% Rural allowance
- CENTRE** : Vryheid Hospital

- REQUIREMENTS** : Senior Certificate / Matric grade 12, Master's Degree in Clinical Psychology. Current registration with HPCSA as Clinical Psychology, NB: Proof of Previous and current work experience endorsed and stamped by Human Resource Department will be requested to shortlisted candidates. **Grade 1:** No experience after registration with HPCSA for officers who completed Community Service or one year relevant experience after registration as Independent Psychologist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as a required in South Africa. **Grade 2:** Five eight years relevant experience after registration with HPCSA as Independent Clinical Psychologist in respect of RSA qualified employees who performed community service as required in South Africa or nine years relevant experience after registration as a Clinical Psychologist with a recognised Foreign Health Professional Council in respect of Foreign qualified employees, of whom it is not required to perform Community Service as a required in South Africa. **Grade 3:** Five sixteen years relevant experience after registration with HPCSA as Independent Clinical Psychologist in respect of RSA qualified employees who performed community service as required in South Africa or seventeen years relevant experience after registration as a Clinical Psychologist with a recognized Foreign Health Professional Council in respect of Foreign qualified employees, of whom it is not required to perform Community Service as a required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge regarding Clinical Psychologist diagnostic assessment and therapeutic procedure manuals. Knowledge and ability to administer and interpret psychometric tests. Ability to function in a multi-disciplinary team. Excellent communication and interpersonal skills. Quality assurance and improvement Knowledge of research methodology and ethical code of conduct.

- DUTIES** : Assess person by means of clinical interviews. Provide effective administration of clinical work. Deliver a comprehensive psychological services in the

relevant area of operations- operate and communicate effectively with multi-professional member's. Administer and write reports on psychometric assessments. Ability to communicate with patients and relatives. Maintain accurate records and compile statistics. Offer outreach services Provide support to community service psychologist allocated in clinical psychology services.

ENQUIRIES : Dr F.S. Idika (Medical Manager) Tel No: (034) 982 2111, ext. 5926
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 : 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. African Males are encouraged to apply due to employment equity target. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 27 October 2023

POST 37/137 : **PHARMACIST (GRADE1) REF NO: GTN 45/2023 (X2 POSTS)**

SALARY : R768 489 - R814 437 per annum, other benefits: 13th Cheque, plus17% Rural allowance, Medical aid (optional). Housing allowance

CENTRE : Greytown Hospital

REQUIREMENTS : Senior Certificate /Grade 12. Bachelor of Pharmacy (B.Pharm Degree/Diploma. Registration as pharmacist with the South African Pharmacy Council. Current Registration with South African Pharmacy Council for 2023. Valid driver's license. A minimum of 2 CPD entries submitted with South African Pharmacy Council. **Grade 1:** No experience required after registration as a Pharmacist with South African Pharmacy Council in respect of Republic of South Africa qualified employees who performed community service in the relevant profession as required in South Africa. Foreign qualifications a one (1) year relevant experience after registration as a Pharmacist with a recognized Foreign Health Professional Council of whom it is not required to perform community services as required in South Africa. Knowledge, skills, Training and Competences required: Ability to work under pressure. Ability to manage conflict and apply discipline. Computer literacy. Good communication, organizational and interpersonal skills. Sound knowledge of work processes and procedures in the pharmacy department. Commitment to service excellence with sound decision making, ethical and innovative skills. Thorough understanding and knowledge of the relevant Acts, good Pharmacy practices, the national drug policy, District Health Systems and essential drug list.

DUTIES : Provide accurate, cost efficient and quality pharmaceutical services. Provide comprehensive pharmaceutical services for inpatients and outpatient sections. Provide expert and professional advice regarding medicine information, counselling and deduction services to health care professional and patients. Assist with management of human, financial and material resources in the pharmacy. Maintain accurate and appropriate patients records and statistics. Supervise pharmacist interns and Pharmacist assistant. Exercise rational

		medicine use and participate in PTC activities. Ensure maintenance of cold chain in the pharmacy and satellite clinics. Monitor expenditure of pharmaceuticals to prevent over expenditure and wastage of pharmacy resources. Provide adequate pharmaceutical support to all clinics and wards attached to the hospital. Provide training to Pharmacist interns and Pharmacist Assistants. Perform management duties when required. Organize and control the prepacking and compounding of pharmaceutical products. Ensure compliance with Good Pharmacy practice, Norms and standards, policies and procedures. Provision of pharmaceutical services after normal working hours.
<u>ENQUIRIES</u>	:	Mr. V Singh Tel No: (033) 4139 400
<u>APPLICATIONS</u>	:	Applications forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.
<u>FOR ATTENTION</u>	:	Mrs Z.J Ngobe
<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/138</u>	:	<u>PHARMACIST REF NO: ITSH 46/2023</u>
<u>SALARY</u>	:	Grade 1: R768 489 per annum Grade 2: R830 751 per annum Grade 3: R906 540 per annum Other Benefit: This inclusive package consists of 70% Basic salary and 30% flexible portion which may be structured in terms of the applicable rules and also 17% rural allowance
<u>CENTRE</u>	:	Itshelejuba Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12, National Diploma/Degree in Pharmacy, Registration Certificate with South African Pharmacy Council as a Pharmacist. Current registration as a pharmacist with the SAPC (2023). Experience: Grade 1: No experience for pharmacies who completed community service. One year relevant experience after registration as pharmacist with a recognise Foreign Health Professional Council in respect of foreign Qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: Five (5) years relevant experience after registration as a pharmacist. Six (6) ears relevant experience after registration as a pharmacist with a recognised Foreign Health Professional Council in respect of qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: Thirteen (13) years relevant experience after registration as a pharmacist, fourteen (14) years relevant experience after registration as a pharmacist 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. Recommendations: Driver's license, Computer Literate. Knowledge, Skills, Training and Competences Required: Sound understanding of relevant Legislation, Acts, Procedures and Delegations pertaining to Pharmacy including NHI, NCS, CCMDD, Essential medical list (EML) Standard treatment guidelines (STG's). Knowledge of principles of drugs therapy and functions and operations of drugs and therapeutic committee. Commitment to service excellence, together with innovative an analytical thinking based on sound ethical principles. Ability to manage conflict. Ability to manage and co-ordinate productivity and be part of an inter-active team. Appropriate clinical and theoretical knowledge. Sound interpersonal, communicate, organising, planning, and decision making skills.
<u>DUTIES</u>	:	Provide high quality of pharmaceutical service to patients and healthcare professionals, ensure adherence to all applicable legislation including (GPP and NCS) policies and procedures. Maintain optimal use and care of all resources. Provide necessary orientation, training skilling, assessing, disciplining and monitoring of all staff. Manage and control distribution of all medicines to patients at hospitals and clinics including CCMDD programme. Provide pharmaceutical support to associated primary health care and clinics. Maintain accurate and appropriate patient's records in line with legal requirements. Engage in effective communication with other department personnel in order to ensure high quality service are rendered. Be willing to work long hours or after hours call out if the need arise. Supervise and provide training to community service pharmacist and pharmacist assistance. Retrieve, interpret, evaluate and supply information regarding the nature and use of medicines, disease state and healthcare. Exercise control over expenditure by ensuring non- wastage of pharmaceutical and other resources.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Mr M Mngomezulu Tel No: (034) 413 4000

<u>APPLICATIONS NOTE</u>	: All applications must be emailed to Slindokuhle.sithole@kznhealth.gov.za : Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	: 27 October 2023
<u>POST 37/139</u>	: <u>ASSISTANT MANAGER NURSING (SPECIALTY AREA): OPHTHALMOLOGY/CRITICAL CARE NURSING/ORTHOPAEDIC NURSING REF NO: NGWE 121/2023</u> Department: Surgical Wards
<u>SALARY</u>	: R683 838 – R767 184 per annum. Other Benefits: 8% Rural Allowance. 13 th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).
<u>CENTRE REQUIREMENTS</u>	: Ngwelezana Tertiary Hospital : Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Ophthalmology Nursing/Critical Care Nursing/Orthopaedic Nursing. Registration with the SANC as a Registered Nurse. A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A minimum of 6 years of the period referred above must be appropriate/ recognizable experience in critical care/ ophthalmology or orthopaedic unit after obtaining the 1 year post basic qualification in ophthalmology/critical care/orthopaedic. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. 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.
<u>DUTIES</u>	: Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. 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, supervisors, 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 and waiting times. 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 EPMS. 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 Norms and Standards, Ideal hospital, Make Me Look Like a Hospital and other departmental initiatives including provincial priorities.

**ENQUIRIES
APPLICATIONS**

: Ms. R.M. 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 M.P. 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.
 : 27 October 2023

CLOSING DATE

POST 37/140

: **OPERATIONAL MANAGER (CASUALTY) REF NO: CJMH 26/2023 (X1 POST)**

SALARY

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

**CENTRE
REQUIREMENTS**

: Charles Johnson Memorial Hospital
 : Grade 12/Senior certificate. An appropriate B Degree/Diploma in General nursing. Post basic diploma in Trauma & Emergency Nursing Science or Orthopedic Nursing science. Minimum of 9 years appropriate/recognizable nursing experience after registration as Professional nurse with SANC in General nursing with 5year post basic qualification in Trauma, Emergency/Orthopedic Nursing Science. Current registration with SANC – 2023. Current and previous experience of service endorsed by human Resource department. Only Z83 form and Detailed Curriculum Vitae must be submitted. Knowledge, Skills Training and Competencies Required: Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public sector and institutional policy framework.

		Knowledge of nursing care process and procedures, Nursing statutes and other relevant legal framework. Ability to formulation patient's care related policies, vision, mission and objectives of the component. Communication and interpersonal skills including Public Relations, negotiating, coaching, conflict handling and counselling skills Finical and Budgetary. Knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining relevant resources under programmes. Willingness to work shift, day and night duty, weekends and Public holidays. Competencies (knowledge/ skills). Good communications and interpersonal skills. Planning and organizational skills.
<u>DUTIES</u>	:	Provide optimal, holistic specialized nursing care according to set standards and a professional/legal growth. Provide comprehensive, quality nursing care to patient/clients in a specialty unity in a cost effective, efficient manner. Assist in decreasing burden of diseases. Assist in planning, organizing and monitoring of objective of the specialized unit and OPD. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that support personnel to ensure proper nursing care. Display concern for patient, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirement and expectation (Batho Pele). Able to manager clients during disaster and implement disaster plans. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patient, supervisors and other clinicians including report writing when required ensure compliance with all national, provincial and professional prescripts in order to render a safe patient service and improve clients' satisfaction. Participate in the analysis and formulation of nursing policies and procedure. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe therapeutic and hygiene environment. Work effectively and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and Financial management policies and procedures. Monitor and evaluate the care management of all patients and ensure the maintenance of accurate and complete patient records.
<u>ENQUIRIES</u>	:	Mrs T. P. Ndlovu Tel No: (034) 271 6405
<u>APPLICATIONS</u>	:	All application should be forwarded to: zanele.zwane@kznhealth.gov.za or Hand delivered to Registry Office, Lot 92 Hlubi Street C. J. M. Hospital Nqutu Human Resource Manager
<u>FOR ATTENTION</u>	:	
<u>NOTE</u>	:	Due to cost containment no S&T or relocation expenses will be paid. No late applications beyond 16h00 of the closing date will be considered.
<u>CLOSING DATE</u>	:	27 October 2023, 16h00
<u>POST 37/141</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY NURSING STREAM)</u> <u>REF NO: OMN (SPEC): O&G/1/2023 (X1 POST)</u> Department: Nursing Department (Labour Ward)
<u>SALARY</u>	:	Grade 1: R627 474 - R703 752 per annum
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	Senior certificate/ Grade 12. Diploma/ Degree in General Nursing and Midwifery that allows registration with the SANC as a professional nurse. One (1) year Post Basic Nursing Qualification Diploma/ Degree in Advanced Midwifery and Neonatal Nursing Science. Registration with SANC as a General Nurse and Midwife. Current registration receipt with SANC 2023 as professional nurse Specialty. A minimum of 9 years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in general nursing. At least Five (5) years of the period referred above must be appropriate / recognisable experience in the Maternity department after obtaining the one (1) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate understanding of HR and Financial policies. In-depth knowledge on procedures, policies, prescripts related to nursing care. Ability to make independent decisions, problem solving and conflict management. Skills: Leadership, planning and

organizational, decision making, interpersonal skills within the limits of the public sector. Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required and must work within multi-disciplinary team. Demonstrate Basic computer literacy.

- DUTIES** : Render optimal holistic quality specialised nursing care as directed by the scope of practice and service standards. Maintain quality standards by ensuring compliance with Regulated Norms and Standards and Ideal Hospital Realization and Maintenance. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Ensure Maternal and Neonatal Programmes are implemented. Effective and efficient management of all resources at your disposal ensuring service delivery. Assist in planning, organizing and monitoring of objectives of the specialised unit. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs and expectations (Batho Pele). Demonstrate effective communication with patients, supervisors and other clinicians. Participate in monitoring the training needs of staff and be actively involved in in-service education for staff to accumulate CPD points. Promote ethics and professionalism in the work environment. Be cognisant of measures to prevent patient safety incidents and litigation. Work effectively as a supervisor with persons of diverse cultural, intellectual, racial and religious groups.
- ENQUIRIES** : H Ndemera, Acting Nursing Manager Tel No: (031) 240 1063
- APPLICATIONS** : All applications should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- FOR ATTENTION** : Human Resources Manager
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 27 October 2023
- POST 37/142** : **OPERATIONAL MANAGER NURSING SPECIALITY (ORTHOPAEDIC) REF NO: MAD 61/ 2023 (X1 POST)**
- SALARY** : Grade 1: R627 474 - R703 752 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a "Professional Nurse", PLUS. Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. One (1) year Post basic qualification in Orthopaedics Nursing Science. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining 1 year post basic qualification in Orthopaedics Nursing Science. Knowledge, Skills, Training and Competencies Required: - Strong interpersonal, communication and presentation skills. Ability to make independent decision, problem solving and conflict resolution. 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. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Financial management. Trauma and emergency skills. Policy formulation skills. Knowledge of Human resource management. Team building and leadership skills.

DUTIES : To plan/organise and monitor the objectives of the specialised unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff and to give guidance. To ensure continuity of patient care on all levels i.e. workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

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

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

FOR ATTENTION : The Recruitment Officer

NOTE : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, 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. EE Targets (African Male). The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 27 October 2023

POST 37/143 : **OPERATION MANAGER SPECIALTY (MARTENITY) REF NO: EMS/51/2023**

SALARY : Grade 1: R627 474 – R703 752 per annum. Other Benefits: Medical Aid (Optional) 13th Cheque Plus 8% rural allowance, Housing allowance (employee must meet prescribed requirements).

CENTRE : Emmaus Hospital

REQUIREMENTS : Senior Certificate (Grade 12). Degree/ Diploma in General Nursing science. Minimum of 7 years appropriate recognizable experience in nursing after

registration as professional nurse with midwifery. 5 year post basic qualification in midwifery and neonatal nursing science. Registration with SANC for 2023. Certificate of service endorsed by human resource management. Knowledge and Skills: leadership, management, planning, organizing and co-ordination skill. knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies, and procedure and best practices in nursing care service delivery. good communication, interpersonal, negotiation, decision-making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skill. Knowledge of code conduct, labour relations and related policies.

DUTIES : Ensure that maternal and programs are implemented. Coordination of optimal nursing care provided within set standards. Ensure the implementation of e-health in unit. Ensure compliance with OHSC standards in preparation of NHI. Ensure adherence to all policies, procedure and guidelines. Ensure effective utilization of resources. Implementation of plan of obstetric emergencies. Facilitate and monitor ESMOE, BANC, PPIP, EPOC and HBB in your unit. Assist in the reduction of complaints and patient safety incidence.

ENQUIRES 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 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 : 27 October 2023, 16:00

POST 37/144 : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: IMBALCHC12/2023 (X1 POST)**

SALARY : R627 474 – R703 752 per annum. Allowances: 8% rural allowance, 13th cheque, housing allowance and medical aid (employee must meet the prescribed requirements)

CENTRE REQUIREMENTS : Willowfontein Clinic
: Grade 12 (senior certificate), Basic R425 qualification i.e. Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulation. Current registration with SANC as General Nurse, Midwifery, and Primary Health Care Nurse. Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in Primary Health Care as per R212 SANC Regulation after obtaining (1) year Post basic in Primary Health care. NB: 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 position and or supervisory position. Training Certificate in Nurse initiated and Management of ART (NIMART). Computer literacy (MS Word, Excel, PowerPoint, and Outlook). Valid code B drivers license. Knowledge, Skills and Competencies required: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making, and problem

<u>DUTIES</u>	:	<p>solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.</p> <p>Delegate, supervise, and coordinate the provision of effective and efficient patient care through adequate nursing care. Facilitate provision of comprehensive package of service at PHC level and implementation of quality improvement programs to comply with NHI. Ensure adequate control of human and material resources including vehicles. Supervise and monitor staff performances according to EPMS. Supervise and monitor COVID 19 vaccination programme. Evaluate and monitor compliance with clinical protocols, norms, and standards. Monitor implementation of performance indicators on a daily, weekly, monthly, and quarterly basis, provide feedback to management, analyze, verify data, and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labor Related issues in terms of laid down procedures. Compile and submit reports timeously. Monitor and evaluate the care and management of all patients through clinical audits. Maintain constructive working relationships with all the stakeholders i.e. inter-professional, inter-sectorial, and multi-disciplinary team. Work outside normal working hours and weekends according to community needs. Assists in consultation of patients to reduce waiting times. Provide direct and indirect supervision of all staff within the unit and give guidance. Monitor implementation of PHC re-engineering in clinic. Supervise Satellite clinic and Mobile unit in the absence of Assistant Nursing Manager. Work extended hours according to community needs.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Mrs NM Chonco Tel No: (033) 398 9100</p> <p>must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X9104, Pietermaritzburg, 3200 or Hand delivered to the Human Resource office at Imbalenhle Community Health Centre, Unit 3, Thwala Road, Imbali, Pietermaritzburg.</p>
<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/145</u>	:	<p><u>OPERATIONAL MANAGER NURSING (NIGHT DUTY) REF NO: SUN 29/2023 (X1 POST)</u></p> <p>Component: Sundumbili CHC</p>
<u>SALARY</u>	:	R627 474 per annum. + 8% rural allowance, Other benefits: Housing Allowance (Employee must meet prescribed requirements). 13 th Cheque, Medical Aid (Optional).
<u>CENTRE REQUIREMENTS</u>	:	<p>Sundumbili CHC</p> <p>Appropriate Degree / Diploma in Nursing Science. Proof of SANC registration certificate as General and midwife, Current SANC receipt, One year Diploma in Primary Health Care, Minimum 9 years of experience as a registered Nurse after registration as Professional Nurse with SANC. At least 5 years of the period referred above must be appropriate after obtaining Diploma in Primary Health Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) NB all the above mentioned documents need not be attached on application, will be requested only if shortlisted. A candidate must possess Good report writing and time management skills, Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide monitoring, team building, supervisory skills and coaching to his/her supervisees. Good communication, interpersonal relations, counselling, conflict management skills and decision making, Knowledge of all application legislations such as Nursing Acts, metal Act, OH&S Act. Batho Pele Principles and Patients 'right Charter, Labour relations Act, grievance Procedures and Finance Policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling, Co-ordination and planning skills. Ability to assist in formulation of patient care related policies.</p>
<u>DUTIES</u>	:	<p>Ensure adequate coverage and supervision of staff in all units to allow provision of quality patient care in an efficient and cost effective manner. Facilitate and strengthen implementation of health care services delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Promote implementation of Batho pele principles, Patient's Rights charter and acceptable professional/clinical ethical standards within the applicable legal framework. Participate and ensure</p>

implementation on National Core Standards, National Health Priorities, and quality improvement initiatives including national priority program plans. Identify staff and student's training needs, ensure that effective development takes place and monitor performance thereof. Demonstrate effective communication with staff, patients, colleagues, clinicians and other stakeholders including report writing and presentation. Ensure effective efficient management and utilization of resources including staff, material, financial etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies, procedures. Ensure effective data management at night. Ensure all night services are coordinated. Strengthen ethics and professionalism. Ensure nursing documentation audits are done and maintain accurate records. Ensure compliance with infection prevention and control guidelines at night.

ENQUIRIES : Ms D.E Ntuli: Nursing Manager Tel No: (032) 454 7536
APPLICATIONS : All applications should be forwarded to:
Sundumbilichjobapp@kznhealth.gov.za

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 qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

CLOSING DATE : 27 October 2023

POST 37/146 : **CHIEF AUDIOLOGIST REF NO: EMS/49/2023**

SALARY : Grade 1: R520 785 – R573 367 per annum. Other Benefits: Medical Aid (Optional) 13th Cheque Plus 8% rural allowance, Housing allowance (employee must meet prescribed requirements).

CENTRE : Emmaus Hospital
REQUIREMENTS : Grade 12/Senior Certificate, Appropriate qualification as an Audiologist, A minimum of 3 years relevant experience after registration with HPCSA as an Audiologist. Current and previous experience endorsed and stamped by Human Resource (Employment History). Current registration with the Health Professionals Council of South Africa (HPCSA) as an independent practitioner in Audiology. Knowledge & Skills: Sound knowledge of current health and public and public service legislature, regulations and policies. Knowledge of HR and finance related polices. Knowledge in the application of clinical Audiology theory, practice and ethics. Effective communication and problem solving skills. Knowledge of current research and development within the profession. Report writing skills and computer literacy skills. Counselling skills, staff supervision and management. Policy analysis, planning/organizing, and ability to function as part of the team.

DUTIES : Supervision, guidance, counselling and mentorship and supervisees. Manage performance, conduct and discipline of supervisees. Development of clinical guidelines, policies and procedures for Audiology. Plan, implement, monitor

and evaluate quality initiatives in Audiology. Assist in planning and implementation of Operational, Strategic and therapeutic management of patients. Ensure that all the administrative functions required in the unit are performed to the required standard. Coordinate audiological programmes. Liaise with relevant stakeholders and attend internal and external department meetings. Host health educational and training workshop, facilitate support services, initiate, implement and participate in professional development programmes and teachings. Report writing, managing statistics, audits, performance appraisals, interdepartmental policy development etc. Support Management in transformative changes and additional managerial tasks.

- ENQUIRES APPLICATIONS** : Dr. H.B Nkuna Medical Manager Tel No: (036) 488 1570
 : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
- FOR ATTENTION NOTE** : 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.
 27 October 2023 @ 16:00
- CLOSING DATE** : 27 October 2023 @ 16:00
- POST 37/147** : **OPERATIONAL MANAGER NURSING GENERAL DAY AND NIGHT DUTY REF NO: OPM GEN 39/2023 (X2 POSTS)**
- SALARY** : Grade 1: R497 193 - R536 220 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Eshowe District Hospital
 : Basic R425 qualification i.e. Diploma/degree in nursing. Current registration with South African Nursing Council as a Professional Nurse with Midwifery. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing and Midwifery. NB Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, skills, training and competencies required: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele Principles, Public Service Regulation and Grievance Procedures. Good communication, report writing, facilitation, leadership, organizational, decision making and problem solving skills. Financial Management. Computer skills.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Improve Hospital efficiencies. Assist

		with the management of the transformation process and change within the units to ensure that the objectives of the institution are met. Deputise the Assistant Nursing Manager. Provide day and night services.
<u>ENQUIRIES</u>	:	Nursing Manager: Mr MT Dube Tel No: (035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/148</u>	:	<u>CLINICAL PROGRAMME COORDINATOR- QUALITY ASSURANCE REF NO: CPC QA 40/2023 (X1 POST)</u>
<u>SALARY</u>	:	R497 193 – R536 220 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Eshowe District Hospital
<u>REQUIREMENTS</u>	:	Standard 10/Grade 12. Degree / National Diploma in General Nursing and Midwifery. Current registration with South African Nursing Council as a Professional Nurse. Minimum of seven (7) years' experience /recognizable experience in Nursing Healthcare after registration as a Professional Nurse and Midwife with the SANC in General Nursing. NB Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, skills and competencies: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM). Knowledge of Norms and Standards, Ideal Clinic Realization and Maintenance. Provincial Quality initiatives (Human Rights, Batho Pele Principles and Patient Rights Charter. Understanding of OHSC guidelines and requirements.
<u>DUTIES</u>	:	Work as part of a multidisciplinary team to ensure that quality care services are rendered by all Health Care Providers in the community health centre and Clinics. Perform quality improvement audits and surveys monthly and report to senior management and staff. Monitor and evaluate delivery of quality care at the institution and clinics. Ensure implementation of norms and standards and Provincial initiatives, clinical governance, ideal Hospital and ideal clinic. Provide advice on various aspects of quality care at the institution and clinics. Monitor and evaluate compliance to the National and Provincial Quality Programmes e.g. norms and standards for the CHC and PHC. Conduct Ideal clinic assessments, facilitate and co-ordinate compiling off all Quality Improvement Plans and ensure timeous submission. Ensure waiting times and

		Patient Experience of Care surveys within the institution and satellite clinics are conducted. To conduct audits, analyse, create reports advise on quality improvement plans.
<u>ENQUIRIES</u>	:	Chief Executive Officer: Mr RSM Ngcobo Tel No: (035) 473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. No faxed or e-mailed applications will be considered.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/149</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL STREAM) REF NO: HRM 87/2023 (X1 POST)</u> Directorate: Surgical
<u>SALARY</u>	:	R497 193 – R559 686 per annum, (including benefits)
<u>CENTRE</u>	:	King Edward VIII Hospital complex
<u>REQUIREMENTS</u>	:	Matric/Senior certificate (Grade 12) or equivalent qualification Degree/Diploma in General Nursing Science and Midwifery, Current registration with South African Nursing Council as Professional nurse and a midwife, Current registration with SANC for 2023. Minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional nurse with SANC in General Nursing. Recommendations: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices, Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required, Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele), Demonstrate basic computer literacy as a support tool to enhance service delivery, Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit.
<u>DUTIES</u>	:	Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient, Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national core standards and office of health standard compliance, Perform duties within the ambits of legal framework as required, Ensure compliance to professional and ethic practice, Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences, Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required, Ensures implementation support of programs relevant to the department, Serves in quality improvement, IPC and Health and Safety committees, Must be prepared to work weekends and public holidays.

ENQUIRIES APPLICATIONS : Ms. P. Govender Tel No: (031) 360 3031
 : All applications can either be submitted via email to twigg.garib@kznhealth.gov.za or kingedwardhospitalHRJobapplication@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red box marked "applications" next to the ATM in the Administration building.

NOTE : This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

CLOSING DATE : 27 October 2023

POST 37/150 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE) REF NO: APP/22/2023 (X1 POST)**

SALARY : R497 193 – R559 686 per annum. Benefit: Housing allowance, 13th cheque, Medical Aid (Optional), and 8% Rural Allowance.

CENTRE REQUIREMENTS : Applesbosch Hospital
 : Senior Certificate (grade 12) or equivalent qualification. Degree/ National Diploma in General Nursing Midwifery or equivalent qualification that allows registration with the SANC as Professional Nurse. You must be in possession of current registration with SANC (annual licence 2023) as a Professional nurse and midwifery. You must be in a possession of registration with SANC as a Professional Nurse. A minimum of seven (07) years appropriate/ recognizable experience after registration with SANC as a general nurse. When shortlisted you are to submit current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of service). Computer literacy (only shortlisted candidate will submit the required certified documents). Recommendations: Code B valid Driver's License. Knowledge, Skills, Training, Competencies Required: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practice. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM). Knowledge of National Core Standards and Provincial initiatives (Human Rights, Batho Pele principles and Patient Right Charter). Understanding of OHC guidelines and requirements.

DUTIES : Facilitate the formation of Quality Assurance committee and ensure function of such thereof. Work as part of a multidisciplinary team to ensure that quality care service are rendered by Health care Provides in the hospital and clinics. Perform quality improvement audits and survey monthly and report to senior management and staff. Monitor and evaluate delivery of quality care at the institution and PHC clinics. Ensure implementation of National Core Standards and Provincial initiatives (Patients Right Charter, Batho Pele programme, PEC, waiting times survey, clinical governance, ideal hospital and ideal clinic etc). Provide advice on various aspects on quality care at the institution and clinic. Monitor and evaluate compliance to the National and Provincial Quality Programmes e.g. norms and standards for the District Hospital package of care and PHC clinics. Conduct Ideal clinic/hospital assessments, facilitate and co-ordinate compiling off all Quality Improvement Plans and ensure timeous submission. Conduct survey to all priority programme e.g. MCWH, HAST, PMTCT, IMCI, SRH and ICDN) within the institution. Manage the accreditation programme for the institution. Ensure waiting times and Patient Experience of Care surveys within the institution and satellite clinic are conducted. Ensure verification and analysis of Data.

ENQUIRIES APPLICATIONS : Mrs. HC Ngubane Monitoring & Evaluation Tel No: (032) 294 8000/ 072 926 7634
 : should be forwarded to: The Chief Executive Officer, P/Bag X215, Ozwathini, 3242. NB: Applicants are encouraged to apply online using e-recruitment services on WWW.ESERVICES.GOV.ZA or applications are encouraged to hand deliver or courier their applications. This office will not be responsible for late or lost application due to unreliable post office.

FOR ATTENTION CLOSING DATE : Human Resource Manager
 : 03 November 2023

POST 37/151 : **CLINICAL PROGRAMME COORDINATOR (INFECTION CONTROL) REF NO: SUN 23/2023 (X1 POST)**
Component: Sundumbili CHC (Infection)

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

CENTRE REQUIREMENTS : Sundumbili CHC
Appropriate Degree / Diploma in General Nursing or related field. Grade 12/ standard 10 Certificate, Drivers Licence. 7 years appropriate as a registered Nurse after registration with SANC. Current appropriate registration with SANC. Recommendations: Certificate in Infection Control & Driver's Licence Previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) NB all the above mentioned documents need not be attached on application, will be requested only if shortlisted. Knowledge of infection control policies and guidelines, Legal prescript, SANC regulation, Health and safety Act and another related Acts. Leadership, organization decision making and problem solving skills. Good communication, interpersonal relations. Financial management skills.

DUTIES : To ensure compliance to National Core Standards is adhered to by all staff members, To provide monthly report to both immediate Supervisor and the CHC, Management about progress of service delivery, To conduct and provide surveillance report and feedback to the relevant stakeholders, To conduct and provide surveillance report and feedback to the relevant stakeholders, To monitor clinical areas on regular basis to ensure compliance on IPC Guidelines. To conduct support visits within the sub district and report to the Management, To provide support to management Team to ensure that high standard of IPC, Advice the Management of all identified Risks and recommendations thereof, Ensure that all Departments are provided and trained all IPC protocols and guidelines, Ensure that IPC Services provided are effective and efficiently, Ensure that written/existing policies, Assist in quality Assurance and other relevant duties as required by Management, Ensure proper reporting and recording of proper notifiable diseases, Represent the Institution in District and Provincial in IPC Forums.

ENQUIRIES APPLICATIONS : Ms D.E Ntuli: Nursing Manager Tel No: (032) 454 7536
: All applications should be forwarded to:
Sundumbilichcjobapp@kznhealth.gov.za

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 qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

CLOSING DATE : 27 October 2023

POST 37/152 : **OPERATIONAL MANAGER NURSING (GENERAL STREAM- NIGHT DUTY)**
REF NO: GTN 48/2023 (X1 POST)

SALARY : R497 193 – R559 686 per annum. Other Benefits: 13th Cheque, plus 12% Rural allowance, Medical aid (optional). Housing allowance

CENTRE : Greytown Hospital

REQUIREMENTS : Matric/Senior Certificate /Grade 12. Degree /Diploma in General Nursing Science and Midwifery. Current registration with SANC as a Professional. A minimum of 9 years' appropriate/ recognizable nursing experience after registration as a Professional Nurse and a midwife. Current registration with SANC for 2023. A minimum of 7 year's appropriate /recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Recommendations: Diploma/Degree in Nursing Management. Valid driver's license. Computer literacy. Knowledge, skills, Training and Competences required: Knowledge of Public Service Acts, Regulations. Knowledge of Nursing Care Processes and Procedures. Leadership, Organizational, decision making and problem solving abilities within the limit of Public Sector and Institutional Policy Framework. Financial and budgetary knowledge pertaining to the nursing care. Knowledge of [policy directives informing HAST Programmes in the department. Good interpersonal relations including negotiating, conflict handling, counselling and disciplinary skills. Basic computer skills.

DUTIES : Ensure adequate coverage and supervision of staff in all units to allow provision of quality patient care in an efficient and cost effective manner. Facilitate and strengthen implementation of Health Care services delivery policies, procedure, clinical guidelines, protocol, plans and strategies aimed achieving service excellence. Promote implementation of Batho Pele principles, rights charter and acceptance professional/clinical standards within the applicable legal framework. Participate and ensure implementation of norms and standards, National Health Priorities and Quality improvement initiative including national priority program plans. Ensure a safe environment for both patient and staff at night. Identify staff training needs, ensure the effective development takes place and monitor performance thereof. Demonstrate effective communication with staff, patient, colleagues, clinicians and other stakeholders including report writing and presentation. Ensure effective and efficient management and utilization of resources including staff material, financial etc. Exercise control of discipline, grievance and Labour relations in terms of laid down policies and procedures. Ensure effective data management at night. Ensure all night services are coordinated. Relieve night and day Manager when not on duty.

NOTE : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T

and Resettlement allowance will be paid to any successful candidate on appointment

ENQUIRIES : Ms. PPL Nkala Tel No: (033) 4139 400

APPLICATIONS : Applications forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250

FOR ATTENTION : Mrs Z.J Ngobe

CLOSING DATE : 27 October 2023

POST 37/153 : **OPERATIONAL MANAGER (GENERAL: NIGHT DUTY SERVICES) REF NO: MOS/OM-ND/2/23 (X1 POST)**

SALARY : R497 193 - R559 686 per annum. Other Benefits: Housing/Home owners Allowance, 13th Cheque, Medical Aid (Optional) ISRD NODE (12%)

CENTRE : Mosvold Hospital

REQUIREMENTS : Grade 12/Standard 10 (Senior Certificate).Diploma/Degree in General Nursing that allows registration with the SANC as a professional Nurse. A minimum of Seven (7) years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. Proof of Current registration with SANC (License to practice-SANC Receipt 2023 will be required only when shortlisted. Proof of current and previous work experience (Certificate of service) endorsed and stamped by Human Resource Official will be required only when shortlisted. Knowledge, Skills Training and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of South African Nursing Council (SANC) rules and regulations. Sound Knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills. Decision making and problem solving skills. Conflict management and negotiating skills. Knowledge of code of conduct and labour relations. Ability to function well within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patients Right Charter.

DUTIES : Ensure adequate supervision of staff and provision of quality patient care in efficient and cost effective manner. Facilitate and strengthen implementation of health care service delivery policies procedures. Prioritize Ideal hospital and maintenance realization, Batho Pele Principles, Quality improvement initiatives including national priority program plans of NCS & National Health. Manage and monitor proper utilization of Human and financial resources. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of Nursing plan and evaluation. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary team work). Co-ordinate the supervision of midnight statistics from the wards to the Head Office. Maintain a positive and caring attitude and facilitate constructive relationship with others as per code of conduct. To relieve in day duty services in cases of shortage as requested by Deputy Manager nursing or Assistant manager nursing.

ENQUIRIES : Mr. N.A Ndlaazi (Acting: Deputy Manager Nursing) Tel No: (035) 591 0122

APPLICATIONS : Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital Private Bag X2211, Ingwavuma, 3968 or Hand Delivered to: Mosvold District Hospital Admin Block - Registry Department or email to: nkosikhona.ngubane@kznhealth.gov.za

NOTE : 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, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies Only when

shortlisted. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will results to your application being disqualified. The Employment Equity Target for this post is an African Male. Due to financial constraints S&T claims will not be considered.

- CLOSING DATE** : 30 October 2023
- POST 37/154** : **CLINICAL PROGRAMME CO-ORDINATOR (HCBC) REF NO: ILE 18/2023 (X1 POST)**
Component: HIV, AID, STI, ARV& VCT
- SALARY** : R497 193 per annum. Other Benefit:13th Cheque, 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 &Midwifery. Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Computer literacy in word processing and spread sheet packages. Valid Driver's License – Code 8. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office and all abovementioned documents need not be attached on application will be requested only if shortlisted. Report writing abilities. Financial management skills. Empathy and counseling skills Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.
- DUTIES** : Facilitate the implementation of the Community Based Model. Coordinate community outreach preventive services for all health programmes including services for key populations. Strengthen partnership with District, local and ward AIDS council. Coordinate skills development for Community Health Workers, Ward Based Outreach Teams, Chaplains and Traditional Health Practitioners. Facilitate linkage of ward based services to fixed PHC facilities. Monitor indicators which measure preventive and promotive health practices in the district, provide support and report on findings to district health management. Network with other provincial departments and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organise and conduct community rallies and events that convey health messages and practices which support health programme strategies. Manage all resources allocated to the community outreach programme. Keep and update database of NGOs and other stakeholders rendering community outreach services. Promote activities aimed at fully integrating HIV and AIDS programmes to main stream of PHC services. Ensure that community outreach teams render integrated health services, e.g. Community HIV and TB testing, COVID 19 vaccinations, and contact tracing Ensure that outreach teams contribute to the positive health outcomes of the district. Facilitate the establishment of support groups. Promote preventive and promotive health services through community structures and organizations.
- ENQUIRIES** : Ms TM Banda (Deputy District Director: IDHSD) 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, Kinga Shaka Centre, and KwaDukuza, 4450.

<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/155</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL STREAM- MALE MEDICAL WARD) REF NO: GTN 44/2023 (X1 POST)</u>
<u>SALARY</u>	:	R497 193 – R559 686 per annum. Other Benefits: 13th Cheque , Plus12% Rural Allowance, Medical Aid(Optional). Housing Allowance
<u>CENTRE REQUIREMENTS</u>	:	Greytown Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate /Grade 12. Degree /Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. Current registration with the South African Nursing Council as a General Nurse and Midwifery Nurse. A minimum of 7 years' appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing plus midwifery. Recommendations: Diploma/Degree in Nursing Management. Knowledge, skills, Training and Competences required: Knowledge of Nursing Care, Processes, Nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Labour Relations Act, Batho Pele Principles, Patient right Charter etc. Demonstrate effective communication with patient, Supervisors, other health professional junior, colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with person of diverse intellectual, cultural, racial or religious differences. Able to manage own work time and junior colleagues to ensure proper nursing service in the unit. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Able to develop contact build and maintain a network of professional relations in order to enhance service delivery. Able to carry out in inspection/supervision and attend meetings. Leadership, organization, decision making, problem solving and interpersonal skills within the limits of the Public Sector.
<u>DUTIES</u>	:	Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing, monitoring and evaluation of objectives of the units and departments. Demonstration of an understanding of Human resource and Financial Management practices and procedures. Supervise staff under your control, both clinical and non-clinical. Manage all resources within the unit effectively and efficiently to ensure optimal service delivery. Ensure effective, efficient data management system. Able to plan organize own work and that support

personnel to ensure proper nursing care. Display a concern for patient, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirement and expectation (Batho Pele). Demonstrate effective communication with patients, supervisor and other clinicians, including report writing when required. Ensure implementation, attainment of National Core Standards/and develop QIP as per legal prescript. Ensure compliance with all National, Provincial and Professional prescripts in order to render safe patient service and improve client satisfaction. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient record. Participate in the analysis and information of nursing policies and procedures. Carry out EPMDS evaluation of the staff, formulate training programmers and participate in the training and development of staff. Provide directions and indirect supervision of all staff within the nursing department and give guideline. Ensure that all equipment in the nursing department is adequate, checked and in good working order. Provide safe, therapeutic and hygienic environment as laid down by nursing Act occupational Health and Safety Act and all other applicable prescripts. Work effectively and amicably at managerial level with persons of diverse intellectual cultural racial or religious differences. Exercise control of discipline in the unit. Demonstrate flexibility where Health services need to be carried out. Oversee the functioning of the department and report to Assistant Manager Nursing. Support nursing management when deemed necessary. Liaise with wards to arrange patient admission and movements.

- ENQUIRIES** : Ms PPL Nkala Tel No: (033) 4139 400
- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.
- FOR ATTENTION** : Mrs Z.J Ngobe
- CLOSING DATE** : 27 October 2023
- POST 37/156** : **MEDICAL OFFICER (SESSIONAL) GRADE 1, 2, 3 REF NO: ADD/OBS&GYN3/2023 (X1 POST)**
 Component: Obstetrics and Gynaecology
 No of Sessions: 20 Sessions Per Week
- SALARY** : Grade 1: R453 440 per annum
 Grade 2: R517 920 per annum
 Grade 3: R599 040 per annum
- CENTRE REQUIREMENTS** : Addington Hospital: KwaZulu Natal
 MBChB Degree. Registration Certificate with the HPCSA as a Medical Practitioner. Current annual fees renewal registration with the HPCSA (2023/2024). Certificate of Service endorsed by Human Resource department
 No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Medical Practitioner with 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. A minimum of five (05) years relevant experience after registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of six (06) years relevant experience after registration as Medical Practitioner with 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. A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 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. Recommendation: At least 2 years' experience in Obstetrics and Gynaecology as a Medical Practitioner after registration with the HPCSA as Medical Practitioner. Knowledge, Skills Training and Competencies Required: Sound clinical knowledge within the discipline. Ability to deal with all Obstetrics & Gynaecology emergencies. Knowledge of ethical medical practices. Quality Assurance awareness. Ability to assess, diagnose and manage patients.
- DUTIES** : Diagnose and evaluate patients' state of health. Ability to perform caesarian sections, evacuation, incision and drainage of abscesses etc. Apply medicine, medical equipment, verbal therapy etc. Provide good obstetric care to all

		pregnant patients. Deal with emotional, social and physical aspects of disease for patients and their relatives. Work with clinical care units. Maintain medical records. Train medical Interns and other junior personnel.
<u>ENQUIRIES</u>	:	Dr K Tunkyi Tel No: (031) 327 2000
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Attention: The Human Resource Department, 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>	:	Mrs P Makhoba
<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>	:	27 October 2023
<u>POST 37/157</u>	:	<u>RADIOGRAPHER (RADIOTHERAPIST) REF NO: RAD RADIOONCO/1/2023 (X2 POSTS)</u> Department: Radiation Oncology
<u>SALARY</u>	:	Grade 1: R444 741 per annum Grade 2: R520 785 per annum Grade 3: R612 642 per annum Plus 13 th Cheque, Medical Aid optional and Housing Allowance. Employee must meet prescribed requirements.
<u>CENTRE</u>	:	eThekweni Oncology complex (Inkosi Albert Luthuli Central Hospital and Addington Hospital)
<u>REQUIREMENTS</u>	:	Diploma or Bachelor degree in Radiography. Registration with HPCSA as Radiographer oncology, Current registration with the Health Professions Council of South Africa as a Radiographer (Radiotherapy Oncology) Recommendation: Staff who are still practicing as Community Service Radiographers oncology are welcomed to apply. Experience: Grade 1: No experience after registration with Health Profession Council of South Africa (HPCSA) as Radiation Oncology Radiographer. Grade 2: Minimum 10 years relevant experience after registration with the HPCSA as a Radiation Oncology Radiographer. Grade 3: Minimum 20 years relevant experience after registration with the HPCSA as a Radiation Oncology Radiographer. Knowledge, Skills, Training and Competences Required: Knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialized techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images / C.T. scans and MRI scans for treatment planning purposes. Knowledge of Radiotherapy Planning. Good interpersonal skills and basic supervisory skills. Must have the ability to perform effectively in a team. Knowledge of basic patient care.
<u>DUTIES</u>	:	Undertake all basic radiation planning and treatment preparation including the tumor localization, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy Planning and treatment procedure. Liase with the Physicist, Oncologist, Oncology nurses, relatives and the patient. Safely

operate, care and construct accessories and immobilization devices used in the planning and treatment of the patient. Dosimetry checks done before delivery of treatment. Ensure accurate records kept of the course of Radiotherapy treatment delivered. Serve as Health and Safety Representative. Provide afterhours duties and rotate between Inkosi Albert Luthuli Central Hospital Radiotherapy department and Addington Hospital Radiotherapy department when needed.

- ENQUIRIES** : Ms T. Hlengwa Tel No: (031) 240 1857
- APPLICATIONS** : All applications should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- FOR ATTENTION** : Human Resources Manager
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short-listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 27 October 2023
- POST 37/158** : **RADIATION ONCOLOGY RADIOGRAPHER GRADE 1: (SPECIALTY) REF NO: ADD/ONC39/2023**
- SALARY** : R444 741 per annum. Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu Natal
- REQUIREMENTS** : National Diploma /B Tech in Radiography (Therapy), Registration certificate with the Health Professions Council as a Radiographer (Therapy). Current annual fees registration renewal with HPCSA, Experience: Four (4) years appropriate experience after registration with the Health Profession Council of SA as a Radiographer in Radiation Oncology Department. Recommendation: Competencies in IMRT and Rapid Arc would be an advantage. Knowledge, Skills Training and Competencies Required: Knowledge of radiotherapy treatment and planning principles of basic and advanced techniques. Operation, monitoring of maintenance, record keeping, and care of all equipment and accessories. Application of radiology principles in the treatment of cancer. Knowledge of Radiation Control and safety Regulation. Pattern recognition of cancer pathology relevant to the treatment field plans and placements. Knowledge of departmental protocols, design and implementation of new protocols. Technical problem solving skill. Demonstration and teaching skills. Sound knowledge of Occupational Health and Safety Act, Infection Control and other relevant Acts.
- DUTIES** : Undertake all areas of basic radiation treatment planning and advanced planning, preparation, graphic planning, radiation dose calculation and

treatment accessory production. Ensure that all planned directives in the delivery of the radiation of patient are undertaken. Undertake overall responsibility for the operation, care and maintenance of all major equipment and accessories used in radiation planning and treatment. Ensure there is maintenance of patient care standards in the division. Undertakes and ensure that all administrative duties related to the management of the division in the department, and that radiation record keeping is maintained. Perform quality control procedures. Ensure that client's right and patient's right as per National Patient's Right charter are respected and to implement the "Batho-Pele" Principles.

<u>ENQUIRIES</u>	:	Mr P Mazibuko Tel No: (031) 327 2000
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Attention: The Human Resource Department, 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 NOTE</u>	:	Mrs P Makhoba
<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>	:	27 October 2023
<u>POST 37/159</u>	:	<u>CLINICAL NURSE PRACTITIONER {OLIVERSHOEK CLINIC} REF NO: EMS/47/2023</u>
<u>SALARY</u>	:	Grade 1: R431 264 per annum. Plus 13 th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Emmaus Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing Plus Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation: Valid driver's license,(code8/10).Computer literacy. HAST knowledge. Knowledge and Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.
<u>DUTIES</u>	:	Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure quality nursing care. Diagnose treat and dispense medication. Work as the part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increases level

of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard to reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints are decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is complaint to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.

ENQUIRES : Ms. D.Z Hlongwane Tel No: (036) 488 1570, ext. 8312
APPLICATIONS : 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. No faxed or e-mailed applications will be considered.

FOR ATTENTION : Human Resource Manager
NOTE : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. 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 27 October 2023 @ 16:00

POST 37/160 : **CLINICAL NURSE PRACTITIONER {BERGVILLE CLINIC} REF NO: EMS/47/2023**

SALARY : Grade 1: R431 264 per annum. Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE : Emmaus Hospital
REQUIREMENTS : Senior Certificate / Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing PLUS Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation: Valid driver's license,(code8/10).Computer literacy. HAST knowledge. Knowledge and Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures

DUTIES : Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure quality nursing care. Diagnose treat and dispense medication. Work as the part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increases level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.

		Identity all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard to reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints are decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is complaint to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.
<u>ENQUIRES APPLICATIONS</u>	:	Ms. D.Z Hlongwane Tel No: (036) 488 1570, ext. 8312
	:	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. No faxed or e-mailed applications will be considered
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. 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>		27 October 2023 @ 16:00
<u>POST 37/161</u>	:	<u>CLINICAL NURSE PRACTITIONER {DUKUZA CLINIC} REF NO: EMS/47/2023</u>
<u>SALARY</u>	:	Grade 1: R431 264 per annum. Plus 13 th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Emmaus Hospital
	:	Senior Certificate / Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing PLUS Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation, Valid driver's license,(code8/10).Computer literacy. HAST knowledge. Knowledge & Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.
<u>DUTIES</u>	:	Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure quality nursing care. Diagnose treat and dispense medication. Work as the part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increases level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identity all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard to reach areas. Provide COVID-19 management

<u>ENQUIRES APPLICATIONS</u>	: Ms. D.Z Hlongwane Tel: (036) 488 1570, ext. 8312 : 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. No faxed or e-mailed applications will be considered
<u>FOR ATTENTION NOTE</u>	: Human Resource Manager : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. 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>	: 27 October 2023 @ 16:00
<u>POST 37/162</u>	: <u>CLINICAL NURSE PRACTITIONER {EMMAUS GATE CLINIC} REF NO: EMS/47/2023</u>
<u>SALARY</u>	: Grade 1: R 431 264 per annum. Plus 13 th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	: Emmaus Hospital : Senior Certificate/Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing PLUS Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation, Valid driver's license,(code8/10).Computer literacy. HAST knowledge. Knowledge & Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.
<u>DUTIES</u>	: Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure quality nursing care. Diagnose treat and dispense medication. Work as the part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard to reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints are decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the

facility is complaint to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.

ENQUIRES APPLICATIONS : Ms. D.Z Hlongwane Tel No: (036) 488 1570, ext. 8312
 : 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. No faxed or e-mailed applications will be considered.

FOR ATTENTION NOTE : Human Resource Manager
 : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. 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 : 27 October 2023 @ 16:00

POST 37/163 : **PROFESSIONAL NURSE SPECIALTY (PAEDIATRIC) REF NO: EMS/41/2023**

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

CENTRE REQUIREMENTS : Emmaus Hospital
 : Matric/Senior certificate/Grade 12. Diploma/ Degree in General Nursing Science and Midwifery. Diploma in child nursing science. A minimum 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC. A minimum of 1 year with specialty. Knowledge and Skills: Leadership, Management, Planning, Organizing and co-ordination skills. Knowledge of relevant acts, prescripts, policies and procedure governing health care services delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the area under their control, Sound knowledge of priority programs clinical guidelines, protocol, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision-making, procedure and conflict management, counseling, teaching, mentorship and supervisory skills. Knowledge of code conduct, Labour Relations and related policies.

DUTIES : Ensure effective utilization of human and material resources. Ensure adherence to prescribed nursing police and procedure. Co-ordinate all services within the hospital. Ensure that all quality and infection control initiative are adhered to i.e. OHSC/ Ideal Hospital. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Ensure that clinical governance principles are adhered too and ensure that audits are conducted. Ensure reporting of and within his/ her unit. Ensure effective data management. Do readjustment as required on the shift to provide adequate nursing coverage. Monitor implementation of EPMDs. Ensure that impact indicators are monitored and action plans are developed to improve on the outcomes. Act as junior shift leader on both day and night shift. Assisting in supervising in the absence of the operational manager. To partake in overall specialized unit functions. Audits patient's records and monitoring of results. Utilizes knowledge of development and life stages in the provision of overall care of child delivery. Participates in ethical decisions making within the multidisciplinary team. Utilizes a family centered approach in providing pediatric/child nursing.

ENQUIRES APPLICATIONS : Ms. T.M Nkabinde Tel No: (036) 488 1570, ext. 8214
 : 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 form Z83 obtainable from any Public Service Department and should be accompanied by a CV and copies of qualification certificates, service certificate including ID and driver's license. 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 allowance and resettlement allowance will be paid for interview.
<u>CLOSING DATE</u>		27 October 2023, 16:00
<u>POST 37/164</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) (PRIMARY HEALTH CARE TRAINER) REF NO: KCD 14/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R695 720 per annum 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	:	King Cetshwayo District Office
	:	Grade 1: Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. Current registration with SANC (2023). Valid Drivers' License. Computer Literacy MS Office Software Applications Grade 2: Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current registration with SANC (2023). Valid Drivers' License. Computer Literacy MS Office Software Applications.
<u>DUTIES</u>	:	Develop a Comprehensive Training plan for the district. Facilitate training according to the PHC priorities. Coordinate training in partnership with facility managers. Monitoring of Health Information and update the training material. Identify training needs of the staff. Provide reports to the manager. Provide financial planning for all trainings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MN Mbatha Tel No: (035) 787 6203
	:	Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs . Applicants can submit their Z83 and CV directly to the following email address KingcetshwayoDistrictHealth.JobApp@kznhealth.gov.za . Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs
<u>FOR ATTENTION NOTE</u>	:	Mr MTR Nzuzza
	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum

Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

- CLOSING DATE** : 27 October 2023
- POST 37/165** : **CLINICAL NURSE PRACTITIONER (HIGH TRANSMISSION AREA (HTA) REF NO: KCD 14/2023**
- SALARY** : Grade 1: R431 265 -R497 193 per annum
Grade 2: R528 696 - R695 720 per annum
13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
- CENTRE** : Umlalazi Sub-district 1 CNP (Eshowe hospital)
Umhlathuze Sub-district 3 CNP (Ngwelezana Hospital)
Umfoloji Sub-district 1 CNP
Mthonjaneni Sub-district 2 CNP
Nkandla Sub-district 1 CNP
- REQUIREMENTS** : **Grade 1:** Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 4 years appropriate/ recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. Current registration with SANC (2023). Valid Drivers' License C1 and Professional Driving Permit. Computer Literacy MS Office Software Applications. **Grade 2:** Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 14 years appropriate/ recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current registration with SANC (2023). Valid Drivers' License C1 and Professional Driving Permit. Computer Literacy MS Office Software Applications.
- DUTIES** : Provision of quality nursing care through implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. Participate in quality improvement programmed and clinical audits. Identify risks and develop risk management systems for patient care. Provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and safety act and all other applicable prescripts. Maintain accurate and complete patient records according to the legal requirement Exercise control over discipline, grievance and labour relations related issues in line with laid down policies and procedures of managing workplace discipline. Manage and supervise effective utilization of all allocated resources. Implement and monitor infection prevention and control protocols. Provision of effective and efficient information management systems. Maintain constructive working relations with nursing and other members of the multidisciplinary team.
- ENQUIRIES** : Mr MN Mbatha Tel No: (035) 787 6203
- APPLICATIONS** : Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office,

2 Lood Avenue Empangeni Rail, Human Resource Department. “Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address KingcetchwayoDistrictHealth.JobApp@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs

FOR ATTENTION NOTE

: Mr MTR Nzuzo
 : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE

: 27 October 2023

POST 37/166

: **CLINICAL NURSE PRACTITIONER REF NO: DARN 01/2023 (X2 POSTS)**
 Component: Darnall Clinic

SALARY

: Grade 1: R431 265 Plus 8% rural allowance
 Grade 2: R528 696 Plus 8% rural allowance
 Other Benefit: 13th Cheque, homeowner’s allowance, and Medical aid optional [Employee must meet prescribed conditions]

CENTRE REQUIREMENTS

: Ilembe Health District Office
 : **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) 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. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted) Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of

<u>DUTIES</u>	:	procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
	:	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. 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.
<u>ENQUIRIES</u>	:	Mrs R. Bhagwandin-Deputy Manager Nursing Tel No: (032) 551 3686
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 or Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/167</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) ADVANCED MIDWIFERY REF NO: IMBALCHC13/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum

**CENTRE
REQUIREMENTS**

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
Imbalenhle Community Health Centre

Grade 1: Matric/ Grade 12 certificate. Diploma degree in General Nursing science and Midwifery Basic qualification accredited by SANC, Additional 1 year Diploma in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. A minimum of 4 years appropriate recognizable experience after obtaining Diploma in General Nursing and Midwifery. Registration with SANC current year (2023) as a General nurse and Advanced Midwife. **Grade 2:** Matric/ Grade 12 certificate, Diploma/ Degree in General Nursing science and Midwifery Basic qualification accredited by SANC. Additional 1 year Diploma in Advanced midwifery and neonatal nursing science accredited by SANC. A minimum of 14 years appropriate recognizable experience after obtaining the Diploma General Nursing and Midwifery. At least 10 years of the period referred above must be appropriate recognizable experience in the specific specialty after obtaining the 1 year in Advanced midwifery and neonatal nursing science. Registration with SANC current year as a General nurse and Advanced Midwife. NB: Only shortlisted candidates will be required to submit certified copies of documents on or before the day of the interview. Recommendations: NIMAART Training, Computer Literacy. Knowledge, Skills, Trainings and Competencies: Good communication, report writing, decision making and problem solving skills. Good interpersonal skills including public relations, conflict management. Expertise in clinical nursing practices. Working as an independent practitioner in the patient area. Knowledge of nursing care procedures and procedures. An understanding of the challenges facing the Public Sector. In depth knowledge of Acts, Standard Operational Procedures, Prescripts and Legislation. 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 is in accordance with the Scope of practice and nursing standards as determined by SANC. Implement activities aimed at the improvement of women's and child health. Identify high risk clients during ante-natal and post-natal periods, manage and refer accordingly. Assist in orientation, induction and mentoring of all nursing staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems. Assist the Operational manager in management duties e.g. Unit organization, delegation and labour issues. Implement maternal and child health care programs (PMTCT, MBFI, IMCI, PPIP, KINC, ESMOE drills including BANC. Ensure accurate and proper record keeping for statistical purposes. Collate, analyse, validate and verify data before submitting to the next level. 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. Assist in planning and coordinating of training and promote learning opportunities for all nursing categories including research. Ensure compliance to Ideal Hospital realization and Norms and Standards. Complete patient related data, partake in PPIP and attend peri-natal meetings. NB: The incumbent will be expected to work on day and night duty including flexi hours.

**ENQUIRIES
APPLICATIONS**

Mrs LH Sibiya: Deputy Nursing Manager Tel No: (033) 398 9100
must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X9104, Pietermaritzburg, 3200 or Hand delivered to the Human Resource office at Imbalenhle Community Health Centre, Unit 3, Thwala Road, Imbali, Pietermaritzburg.

CLOSING DATE

27 October 2023

POST 37/168

PROFESSIONAL NURSE SPECIALTY GRADE 1 (ADVANCE MIDWIFERY & NEONATAL) REF NO: OSI PNADM 35/2023 (X3 POSTS)

SALARY

Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 969 – R645 720 per annum

		Other Benefits: 13th Cheque / service bonus, Plus 8% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) (Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Osindisweni District Hospital
	:	Grade 12 certificate or equivalent. Diploma / Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse.1 (One) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Registration Certificates from South African Nursing Council as Professional Nurse and Advance Midwifery and Neonatal Nursing Science, Current and previous experience endorsed and stamped by Human Resource (certificate of service). NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as , Nursing Act, Health Act, Occupational Health and Safety Act, Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team.
<u>DUTIES</u>	:	Monitoring of patients in labour and conducting deliveries. Implement standards, practices, criteria and indicators for improving quality nursing care. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Conduct ESMOE and HBB drills. Implement National Core Standards guidelines and standard operational plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems. Implement maternal and child health care programmes (PMTCT, MBFI, IMCI, PPIP, KINC etc. Attend perinatal mortality review meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs L.C Mtshali Tel No: (032) 541 9202
	:	to be forwarded to Mr E.M. Dlamini, Osindisweni District Hospital, Private Bag X15, Verulam, 4340
<u>NOTE</u>	:	People with disability are also encouraged to apply. (This department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational categories in the Department)
<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/169</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (OPERATING THEATRE) REF NO: OSI PNOT 36/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R 497 193 per annum Grade 2: R 528 969 – R 645 720 per annum Other Benefits: 13th Cheque/service bonus, Plus 8% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Osindisweni District Hospital
	:	Senior certificate / Grade 12 certificate or equivalent. Diploma / Degree in General nursing and Operating Theatre Technique.1 (One) year post basic qualification in Operating Theatre Technique accredited by SANC Registration Certificates from South African Nursing Council as Professional Nurse and Operating Theatre Technique. Current and previous experience endorsed and stamped by Human Resource (Employment History). Grade 1: minimum of (4) years appropriate recognizable experience in nursing after registration with SANC in General Nursing and Operating Theatre Technique. Grade 2: Minimum of (14) years appropriate recognizable experience in nursing after registration with SANC in general nursing and Midwifery. At least (10) years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant

specialty. NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as, Nursing Act, Health Act, Occupational Health and Safety Act, Knowledge of Public service regulations. Knowledge of SANC rules and regulations. Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team. Team building and cross culture awareness.

- DUTIES** : (To handle obstetric and emergencies and high risk conditions. Execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, Material etc. Implementation and Management of Infection Control and Prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and Health Care in Operation Theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment
- ENQUIRIES** : Mrs L.C Mtshali Tel No: (032) 541 9202
- APPLICATIONS** : to be forwarded to Mr E.M. Dlamini, Osindisweni District Hospital, Private Bag X15, Verulam, 4340
- NOTE** : People with disability are also encouraged to apply. (This department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational categories in the Department)
- CLOSING DATE** : 27 October 2023
- POST 37/170** : **CLINICAL NURSE PRCTITIONER (CNP): SUNDUMBILI CHC REF NO: SUN 21/2023 (X3 POSTS)**
Component: Various Clinics
- SALARY** : R431 265 per annum. Plus + 8% Rural Allowance, Other benefits: Housing Allowance (Employee must meet prescribed requirements). 13th Cheque, Medical Aid (Optional).
- CENTRE** : Sundumbili CHC
- REQUIREMENTS** : Degree / Diploma in General Nursing and midwifery plus basic qualification in Primary Health Care, Current registration with SANC as General Nurse. Midwifery and Primary Health Care. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Current SANC receipt. Previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) NB all the above mentioned documents need not be attached on application, will be requested only if shortlisted. Knowledge of 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 and Basic Financial management.
- DUTIES** : Provide quality comprehensive community health care by promoting preventive, curative and rehabilitative services for the clients and the community. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. The incumbent will be expected to rotate to different sections including night duty/ on call system. Administrative services such as providing accurate statistics for evaluation and future planning. Always promoting scientific quality nursing care by functioning as therapeutic team coordinating between the clinic and community and preventing micro-legal hazards. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Prescribe and dispense medication to treatment guidelines, protocols and EDL for PHC. Initiate and provide preventive and promotive activities in NTBC Programme HAST. To uphold the Batho Pele Principles and Patients Right Charter Principles.

ENQUIRIES : Mr P.E Mthethwa: PHC Manager Tel No: (032) 454 7533

APPLICATIONS : All applications should be forwarded to:
Sundumbilichjobapp@kznhealth.gov.za.

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 qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

CLOSING DATE : 27 October 2023

POST 37/171 : **CLINICAL NURSE PRCTITIONER: GRADE 1 REF NO: SUN 22/2023 (X1 POST)**
Component: HAST Unit (HTA-Sundumbili CHC)

SALARY : R431 265 per annum. Plus + 8% Rural Allowance, Other benefits: Housing Allowance (Employee must meet prescribed requirements). 13th Cheque, Medical Aid (Optional).

CENTRE : Sundumbili CHC

REQUIREMENTS : Degree / Diploma in General Nursing and midwifery plus basic qualification in Primary Health Care, Current registration with SANC as General Nurse. Midwifery and Primary Health Care. Drivers Licence. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Current SANC receipt. Previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) NB all the above mentioned documents need not be attached on application, will be requested only if shortlisted. Knowledge of 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 and Basic Financial management.

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

outreach teams, Assist with implementation of differentiated models of care, Participate in new Operation Phuthuma approach nerve centre meetings, Be willing to work flexi- hours and shifts in-order increase access of health services to key populations.

- ENQUIRIES** : Mr P.E Mthethwa: PHC Manager: Tel No: (032) 454 7533
- APPLICATIONS** : All applications should be forwarded to: Sundumbilichjobapp@kznhealth.gov.za
- 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 qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).
- CLOSING DATE** : 27 October 2023
- POST 37/172** : **PROFESSIONAL NURSE (ADVANCED MIDWIFERY) REF NO: SUN 27/2023 (X1 POST)**
Component: Maternity (Sundumbili CHC)
- SALARY** : R431 265 per annum. Plus + 8% Rural Allowance, Other benefits: Housing Allowance (Employee must meet prescribed requirements). 13th Cheque, Medical Aid (Optional).
- CENTRE** : Sundumbili CHC
- REQUIREMENTS** : Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advanced Midwifery, Registration with SANC as General Nurse. Midwifery and Primary Health Care. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Current SANC receipt (2023). Previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) NB all the above mentioned documents need not be attached on application, will be requested only if shortlisted. Knowledge of 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 and Basic Financial management, Ability to work under pressure.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan(clinical practice/quality patient care). Implement standard practices, criteria and indicators for quality nursing, Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care, Maintain a constructive working relationship with nursing and other stakeholders, Utilize human, material and physical resources efficiently and effectively, Conduct situational analysis and develop quality improvement projects. Maintain accurate and complete records. Ensuring safety thereof, Ensure proper collecting, compilation and critical analysis and use of all data for quality service delivery, Provide quality comprehensive community health

care by promoting preventative, curative and rehabilitative services for the clients and the community. Always ensure the promotion of scientific, quality nursing care by functioning as a therapeutic tea coordinating between CHC and community to prevent medico-legal hazards. Ensuring the proper utilization and safekeeping of basic medical equipment, encourage research by assisting in regional and departmental projects always making sure that the community needs are taken in account. Conduct PTCT quality audits. Assist with MNCWH programmes which will contribute to the reduction of mortality and morbidity rates. Participate in perinatal mortality meetings, Implement standards, practices and indication for Maternal and Child Health Care. Ensure that the unity complies with national Core Standards. The incumbent will be expected to work night duty.

- ENQUIRIES** : MS. D.E. Ntuli: Nursing Manager Tel No: (032) 454 7505
- APPLICATIONS** : All applications should be forwarded to: Sundumbilichcjobapp@kznhealth.gov.za
- 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 qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).
- CLOSING DATE** : 27 October 2023
- POST 37/173** : **PROFESSIONAL NURSE SPECIALTY NURSING GRADE 1, 2: ADVANCED MIDWIFERY REF NO: NGWE 122/2023**
Department: Various Clinics
- SALARY** : Grade1: 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
: **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. Instill 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.

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 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 : 27 October 2023

POST 37/174 : **PROFESSIONAL NURSE SPECIALTY GRADE 1,2 REF NO: NGWE 123/2023**
 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. 27 October 2023

<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/175</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1,2 REF NO: NGWE 124/2023</u> Department: Oncology
<u>SALARY</u>	:	Grade1: 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.
<u>CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Mr M.P. 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.
<u>CLOSING DATE</u>	:	22 September 2023
<u>POST 37/176</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) (THEATRE & CSSD REF NO: MAD 57/ 2023) (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Madadeni Provincial Hospital
	:	Diploma / Degree in General Nursing A post basic qualification in Operating Theatre Nursing Science. Registration with the 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. Knowledge, Skills, Training and Competencies Required: 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>	:	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. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care 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.
<u>ENQUIRIES</u>	:	Ms. N.W Kubheka Tel No: (034) 328 8137

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

FOR ATTENTION NOTE : The Recruitment Officer
 : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. EE Target (African Male)

CLOSING DATE : 27 October 2023

POST 37/177 : **PROFESSIONAL NURSE (SPECIALTY) (EMERGENCY AND TRAUMA) REF NO: MAD 53/ 2023 (X5 POSTS)**

SALARY : Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Madadeni Provincial Hospital
 : Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic nursing qualification in Trauma / Critical Care Nursing Science / Orthopaedic Nursing Science of at least One (1) year, accredited with the SANC. Registration with SANC as a Professional Nurse. A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes, procedures, nursing statuses, and other relevant legal frameworks, such as Nursing Act, Health Act, Patient Right Charter, Batho Pele Principles, Public service regulations, Disciplinary Code and Procedures in the Public service. Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the public sector, interpersonal, including basic computer skills. Personal attributes 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. Effective utilization of resources. Provision of comprehensive quality nursing care. Maintain professional growth / ethical standards and self- developments. To implement norms and standards and improve quality of care. To be able to manage risks in trauma unit. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs and requirements

ENQUIRIES APPLICATIONS : Ms. N.W Kubheka Tel No: (034) 328 8137
 : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.

FOR ATTENTION NOTE : The Recruitment Officer
 : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates.

The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. EE Target (African Male)

CLOSING DATE : 20 October 2023

POST 37/178 : **CLINICAL NURSE PRACTITIONER**

SALARY : Grade 1: R431 265 - R497193 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance(Employee must meet the prescribed requirements). Rural allowance 12%

CENTRE : Mosvold Hospital:
Ekuhleleni Clinic Ref No: MOS/CNP-EKC/23 (X1 Post)
Emanyiseni Clinic Ref No: MOS/CNP-EMC/23 (X1 Post)
Kwambuzi Clinic Ref No: MOS/CNP-KWC/23 (X1 Post)

REQUIREMENTS : Grade 1: Senior Certificate {Grade 12}. Degree/Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a "Professional Nurse". A post basic nursing qualification with duration of at least 1year in 'Curative Skills in Primary Health Care' accredited with SANC. Registrations with SANC as Professional Nurse/ General Nurse. A minimum 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2023 APC receipt)/license to practice will be required only when shortlisted. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) (only when shortlisted). Knowledge,skills training and competencies required: Basic Computer literacy to enhance service delivery. Appropriate Understanding of Nursing scope of practice and Nursing standards as determined by Primary Health Care. Knowledge of health and public service legislation, regulations and policies. Ability to work and maintain meaningful relationship within a diverse community. Excellent communication skills, human relations and ability to teach under train staff within a team. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high levels of service delivery. Knowledge of labour relations and disciplinary procedure. Basic understanding of HR and financial policies and practices, planning organizing, leading, controlling, delegation, supervisory, Communication, motivation, decision-making, problem solving disciplinary & co-ordination skills.

DUTIES : Provision of an Intergrated quality and comprehensive Primary health care services by health promotion, diseases prevention, curative and rehabilitative services to Individuals, families a d community. Provide PICT and adherence counseling to all clients. Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with Batho Pele principles. Provide primary prevention strategies and management of Covid-19, TB/HIV/AIDS and other communicable and non communicable diseases. Provide strategies for improving maternal health and baby well-being. Maintain inter-sectoral collaboration with other government structures. Support Operation Sukuma Sakhe Activities. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Ensure data management is implemented and monitored. Data management

ENQUIRIES : Mr. N.A. Ndlazi {Acting Deputy Nursing Manager} Tel No: (035) 591 0122

APPLICATIONS : Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital Private Bag X2211, Ingwavuma, 3968 or Hand Delivered to: Mosvold District Hospital Admin Block - Registry Department or emailed to: nkosikhona.ngubane@kznhealth.gov.za

NOTE : 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, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies Only when shortlisted. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will results to your application being disqualified. Due to financial constraints S&T claims will not be considered.

CLOSING DATE : 30 October 2023

POST 37/179 : **PROFESSIONAL NURSE- SPECIALTY- {ORTHOPEADIC} REF NO: MOS/PN/ORTH/23**

SALARY : Grade 1: R431 265 - R497 193 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 12%

CENTRE : Mosvold Hospital

REQUIREMENTS : Senior Certificate {Grade 12}Degree/Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a "Professional Nurse"A post basic nursing qualification with duration of at least 1 year in 'Curative Skills in Orthodeadic' accredited with SANC.Registrations with SANC as Professional Nurse/ General Nurse. A minimum 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing Proof of current registration with SANC (2023 APC receipt)/license to practice only when shortlisted. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) only when shortlisted. Knowledge, Skills Training And Competencies Required: Basic Computer literacy to enhance service delivery. Appropriate understanding of Nursing scope of practice and Nursing standards as determined by Orthopaedic. Knowledge of health and public service legislation, regulations and policies. Excellent communication skills, human relations and ability to teach anda train staff within a team. Effective communiication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high levels of service delivery. Basic understandind of HR and financial policies and practices, Planning organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving disciplinary and co-ordination skills.

DUTIES : Provision of optimal, holistic specialised nursing care provided within the set standrds i.e professional/obligation. Apply nursing process to the patient care in orthopaedic units. Maintain accurate and complete patient's records according to legal requirements.Compilation and analysis of statistics participate in auditing of clinical charts and develop QIPS. Participate in the implementation of National norms and standards, guidelines, protocols. Manage resources: effective, efficient and economical use of allocated resources. Provision of effective support to nursing services. Assist in supervision and development of staff. Display a concern for patients, promoting and advocating proper treatment and care including arewareness

and willingness to respond to patient's needs and expectations on Batho Pele principles. Work as part of multidisciplinary team to ensure good nursing care. Provide safe, therapeutic and hygienic environment for patients, visitors and staff. Ensure that equipment in the unit is adequate and checked and in working. To deliver quality nursing care to orthopaedic patients in the ward, OPD and Clinics. To offer patients care by assessing, collecting interpreting information on orthopaedic clients and prescribing interventions. Monitor and evaluate the care management of all patients and ensure the maintenance of accurate and complete patient's records. Maintain professional growth/ethical standards and self-development. Promote good working relationships with multidisciplinary team in the provision of quality holistic and individualised patient care. Maintain sterile environment and ensure availability/functionality of surgical equipment.

- ENQUIRIES APPLICATIONS** : Mr. N.A Ndlazi {Acting: Deputy Manager Nursing} Tel No: (035) 591 0122
 : Should be forwarded to : The Assistant Director: HRM, Mosvold Hospital Private Bag X2211, Ingwavuma, 3968 or Hand Delivered to: Mosvold District Hospital Admin Block - Registry Department or emailed to: nkosikhona.ngubane@kznhealth.gov.za
- NOTE** : 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, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies Only when shortlisted. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.
- CLOSING DATE** : 30 October 2023
- POST 37/180** : **CLINICAL NURSE PRACTITIONER GRADE 1&2 – MATIWANESKOP**
CLINIC REF NO: LRH 66/2023 (X1 POST)
- SALARY** : Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other Benefits: 13th Cheque, Housing Allowance (employees must meet the prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.
- CENTRE REQUIREMENTS** : Ladysmith Regional Hospital (Primary Health Care)
 : Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery Plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2023 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after

obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by Human Resource Department. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required. Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skills.

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

ENQUIRIES : Mrs. N Nkehli Tel No: (036) 637 2111

APPLICATIONS : All applications should be emailed to LadysmithHospitalJob@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION : Mr S.L. Dlozi

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

CLOSING DATE : 27 October 2023

POST 37/181 : **CLINICAL NURSE PRACTITIONER GRADE 1&2 – WATERSMEET CLINIC**
REF NO: LRH 67/2023 (X1 POST)

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance

CENTRE : Ladysmith Regional Hospital (Primary Health Care)
REQUIREMENTS : Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery Plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2023 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus. Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after

registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate Of Service Endorsed by Human Resource Department. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skills. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skills.

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

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

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 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 : 27 October 2023

POST 37/182 : **CLINICAL NURSE PRACTITIONER GRADE 1&2 – MATIWANE MOBILE CLINIC REF NO: LRH 68/2023 (X1 POST)**

SALARY : Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other Benefits: 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.

CENTRE : Ladysmith Regional Hospital (Primary Health Care)
REQUIREMENTS : Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery Plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC of current registration with SANC (2023 Receipt) Registration

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

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

ENQUIRIES : Mrs. N Nkehli Tel No: (036) 637 2111

APPLICATIONS : All applications should be emailed to LadysmithHospitalJob@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION : Mr S.L. Dlozi

NOTE : The 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 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 : 27 October 2023

POST 37/183 : **PROFESSIONAL NURSE SPECIALITY- OBSTETRICS & GYNAECOLOGY**
REF NO: LRH 69/2023 (X2 POSTS)
Re-advertisement those who previously applied are encouraged to re-apply.

SALARY Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance. Appropriate/recognisable experience after registration in the

specialty is recognised to determine the salary on appointment. Only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose.

**CENTRE
REQUIREMENTS**

: Ladysmith Regional Hospital
: Grade 12 (Senior Certificate). Current Registration with SANC as a Professional Nurse with Midwifery (2023). Diploma/Degree in nursing or equivalent qualification. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. **Grade 1:** A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery and after obtaining the one year Post Basic Qualification in Advance midwifery and Neonatal Nursing Science. **Grade 2:** A minimum of 14 years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery. At least 10 years of the period mentioned above must be appropriate/ recognizable in Advanced Midwifery and Neonatal Nursing after obtaining the one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Certificate of service endorsed by Human Resource department. 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 Required. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs requirements and expectations (Batho-Pele).

DUTIES

: Implement maternal, neonate and child health care programmes Improve the health systems for mothers and babies. Ensure the Saving the Mother / Baby recommendations are being implemented. Develop and implement quality assurance progress policies and operational plans. Implement standards, practices and indication for Maternal and Child Health Care. Participate in PPIP meetings and develop Quality Improvement Projects. Strengthen Reproductive Health and Post Natal services. Support the Mother Baby Friendly Initiatives. Improve the Data Management system and ensure timeous submission to Facility Information Officer. Manage effective utilization of resources in the unit. Implement strategies for infection prevention and control measures. Participate in PMDS for staff members. Ability to negotiate with other stake holders, engage in problem solving and conflict management. Deal with grievances and labour relations issues in terms of prescribed policies and procedures. Strengthen the resuscitation services in the unit. Implement National Core Standards policies and guidelines. Ensure implementation of CARMMA elements. Support MOM connect project. Support and mentor student Nurse.

**ENQUIRIES
APPLICATIONS**

: Mrs T.M. Buthelezi Tel No: (036) 637 2111
: All applications should be emailed to LadysmithHospitalJob@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

**FOR ATTENTION
NOTE**

: Mr S.L.Dlozi
: Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records,

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

<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/184</u>	:	<u>PROFESSIONAL NURSE SPECIALTY- ACCIDENT & EMERGENCY UNIT REF NO: LRH 70/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits: 13 th Cheque, Housing Allowance (employees must meet the prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance. Appropriate/recognizable experience after registration in the specialty is recognised to determine the salary on appointment. Only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose.
<u>CENTRE REQUIREMENTS</u>	:	Ladysmith Regional Hospital Grade 1: Senior Certificate (Grade 12) or equivalent qualification. Diploma/Degree in General Nursing and Midwifery. Current registration with SANC (2023). A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Emergency & Trauma Nursing Science. A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery. Certificate of service endorsed by Human Resource Department. Grade 2: Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in General Nursing and Midwifery. Current registration with SANC (2023). Post Basic qualification with a duration of at least one year in Emergency & Trauma Nursing Science accredited with SANC. A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in Emergency & Trauma Unit after obtaining the relevant 1 year post basic qualification required for the relevant speciality. Certificate of service endorsed by human resource department. Knowledge, Skills and Experience: Knowledge of nursing care processes, procedures, nursing statuses and other relevant framework such as Nursing Act, Health Act, Public Service regulations, Disciplinary Code and Procedures in the Public Service. 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. Personal attributes, responsiveness, professionalism, supportive, and assertive.
<u>DUTIES</u>	:	Provision of quality emergency nursing care through the implementation of standards and protocols. To develop and ensure implementation of nursing care plans. Identify patients for emergency medical and nursing interventions and initiation of resuscitation measures. Provide comprehensive emergency care inclusive of women's health and other priority programs. Participate in disaster preparedness programs within the institution. Manage and supervise effective utilization of all resources e.g. human, financial, material. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. To uphold the Batho Pele and Patients' Rights Charter Principles. Implement Norms and standards to improve the quality of care. Participate in staff, student and patient teaching. Evaluate patient care programmes from time to time and make proposals for improvement.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs T.M. Buthelezi Tel No: (036) 637 2111 All applications should be emailed to LadysmithHospitalJob@kznhealth.gov.za or be posted to: The Human

**FOR ATTENTION
NOTE**

Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

Mr S.L. Dlozi

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

CLOSING DATE

27 October 2023

POST 37/185

CLINICAL NURSE PRACTITIONER REF NO: CJMH 28/2023 (X5 POSTS)

SALARY

R431 265 per annum. Other Benefits: 13th Cheque, plus 12% rural allowance is compulsory, Home owner allowance (must meet the prescribed)

CENTRE

Mobile C
Nondweni
Manxili
Mhlungwane
ISandlwana Clinic

REQUIREMENTS

Grade 12 (Senior Certificate). Standard 10/ or (Vocational National Certificate) plus Diploma / Degree in General nursing and midwifery. One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and care, Plus Current registration with SANC as General Nurse and Primary Health Care plus. A minimum of 4 years appropriate / recognizable experience after registration as a General Nurse. Knowledge, Skills, Training and Competences Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principle, Patients' Rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, organizational, decision making, and problem solving, conflict handling and counselling. Good listening and communications skills. Team building 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

Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Assist the unit manager with overall management and necessary support for effective functioning of the clinic. Promote preventive health for clients and community in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Work as part of the multidisciplinary team to ensure good Nursing Care in the clinic. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented in a clinic must be able to handle obstetric emergencies and high risk conditions. Supervision of patients and provision of basic patients' needs e.g oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Provide direct and indirect supervision of all nursing staff and to give guidance. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Ensure clinical intervention to client including administering of prescribed medication and

ongoing observation of patients in the clinic. Provide nursing care that lead to improved service delivery by upholding Batho Pele Principles and Rights Charter. Ensure compliance with and implementation of National Core Standards; deal Clinic Realization and Maintenance, CCMDD, ect.

ENQUIRIES : Mrs T. P. Ndlovu Tel No: (034) 271 6405
APPLICATIONS : All application should be forwarded to: zanele.zwane@kznhealth.gov.za or Hand delivered to Registry Office, Lot 92 Hlubi Street C. J. M. Hospital Nqutu
FOR ATTENTION : Human Resource Manager
NOTE : Only Z 83 and Detailed CV must be submitted. Due to cost containment no S&T or relocation expenses will be paid. No late applications beyond 16h00 of the closing date will be considered.
CLOSING DATE : 27 October 2023, 16h00

POST 37/186 **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PLANNING REF NO: PSH 77/ 2023 (X1 POST)**

SALARY : R424 104 per annum (Level 09). Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements) and GEPP Employer Contribution

CENTRE : Port Shepstone Regional Hospital
REQUIREMENTS : Minimum Requirements: Senior Certificate (Grade 12). 3 years National Diploma or Degree in Human Resource Management/ Human Resources Development/ Public Administration or Public Management, Plus 3 years' supervisory experience in Human Resource Development and Planning Department. Computer Literacy Certificate. Unendorsed valid Code EB driving license (Code 08). PERSAL Certificate. Certificate of service endorsed by HR. Knowledge, Skills and Competencies Required: Broad Knowledge and understanding of Skills Development and Training. In depth knowledge of Employee Performance Management and Development System. Broad Knowledge of HR Planning. Functional Knowledge of PERSAL, Human Resource Prescripts and policies. Good organizational skills, problem solving and leadership skills. Must be in possession of PERSAL and computer literacy certificate.

DUTIES : Manage Human Resource Development, Planning and Performance Management Division. Develop, implement and Monitor Workplace Skills Plan for the institution. Co-ordinate, Facilitate and report training activities for the employees. Develop, Implement and monitor Employment Equity Plan. Monitor and provide inputs on the utilization of the budget allocated to the HR Planning, Training and Development programmes. Develop and report on Annual Training Report (ATR). Manage day to day functioning of the section to ensure that the high quality of services is being rendered. Participates in the formulation of HR Development policies and strategies and ensures that the current policies used in the hospital are in line with the latest acts and regulations. Develops and maintains a database for HRD training programmes. Evaluate the effectiveness of training as far as the performance of staff and cost is concerned and compile statistics of all training undertaken by the staff. Implement HR Planning policies in relation to, Employment Equity, Workplace Skills Plan and Succession Planning.

ENQUIRIES : Mr. Z.M. Zulu Tel No:(039) 688 6268 or Tel No: (039) 688 6000
APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240 or 11 – 17 Bazley Street Port Shepstone, 4240

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

CLOSING DATE : 27 October 2023

POST 37/187 : **ASSISTANT DIRECTOR: FINANCE REF NO: EMS/46/2023**

SALARY : R424 104 – R508 692 per annum. Other Benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Emmaus Hospital
Senior Certificate (Grade 12). Degree/ Diploma in National Financial management, Accounting, Cost Management or equivalent qualification. Minimum of 3 years supervisory (salary level 7 or 8) experience in financial management. Knowledge & Skills: Possess thorough knowledge of laws, Regulations, Policies, Instruction, Practice Notes Public Finance Act, Treasury Regulations and Treasury Guidelines .Possess in depth knowledge of budget procedures and BAS. Have the ability to perform independently and under pressure. Have good communication and interpersonal relations. Be able to develop/implement policies and financial practices, be able to deliver and present formal day-to-day training course. Possess knowledge of basis HR matters including HR practices, labour relations, negotiations and dealing with conflict. Possess knowledge of procurement procedures and directives. Decision making skills.

DUTIES : Ensure that the departmental needs, strategic objectives and budget is aligned to APP. Ensure that the facility has an approved procurement plan improve supply chain management system. Develop and manage the budgeting in the institution inn consultation with hospital management and other stake holders in line with the department’s strategy on financial management and other applicable prescripts by seeking to administer and coordinate the annual budget cycle. Improve financial management for the hospital and the clinics Ensure the implementation of the quality management framework and compliance to national core standards. Develop and customize guidelines for outsourcing non-core hospital functions and train line managers on the guidelines and their implementation. Judge the efficiency of distinctive financial system and control and justify procedures instruction and manuals in respect of financial administration. Ensure clearance of suspense account and proper debts management. Exercise overall control of the budget and expenditure of the institution as a responsibility manager in term of treasury instruction and as appointed by the head of department. Maintain adequate availability of stores supplies, maintain adequate availability of stores supplies and timely facilitate effective decision making.

ENQUIRES APPLICATIONS : Mrs. MAN Mzizi Tel No: (036) 488 1570, ext. 8203
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. No faxed or e-mailed applications will be considered.

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. 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 : 27 October 2023, 16:00

POST 37/188 : **ASSISTANT DIRECTOR: HRM REF NO: BETH 51/2023**

SALARY : R424 104 per annum. 13th Cheque, Medical Aid Optional and Home Owners /Housing Allowance (Employee must meet prescribed requirements).

CENTRE : Bethesda District Hospital - (KwaZulu - Natal)

<u>REQUIREMENTS</u>	:	Minimum Requirements: Senior Certificate / Grade 12. Degree / National Diploma in human Resource Management / Public Management / Administration / Training Management /HRD. 3-5 years' supervisory experience in Human Resource Component. Recommendations: Computer literacy, Valid Driver's license, PERSAL Certificate. Knowledge, Skills, Training and Competencies Required: Good knowledge of Human Resource. Good sound knowledge of departmental legislation, prescripts and policies. Good listening, writing and communication skills. Computer literacy. MS Software applications. Good decision making.
<u>DUTIES</u>	:	Manage Human Resource Planning, Development and EPMDS in support of service delivery imperatives. Ensure the development and implementation of Human Resource Employment Equity and Workplace Skills plan for the Institution in consultation with all stakeholders. Participate in and provide inputs in institutional strategic and operational planning and reporting sessions. Coordinate all HRD programmes and activities. Manage Human Resource Provisioning and Practices in line with prevailing legislation prescripts and polices. Monitor Human Resource records and document management system. Ensure effective leave management system. Manage Labour Relations matters to ensure effective employment relations. Ensure the coordination of Institutional Management Labour Committee meeting. Ensure training of staff on Labour Relations. Create awareness of Labour Relations within the Institution. Ensure compliance with grievances, mediation and arbitration proceedings. Manage the employee Health and Wellness Programme in order to enhance employee productivity, safety and moral. Ensure coordination of Institutional Employee Health and Wellness Committee Meeting (IEHWCM). Ensure training of staff on Employee Health and Wellness Programme within the Institution. Supervise staff and manage Human Resource Risk areas and assets. Manage EPMDS and staff development. Management of staff leaves utilization. Ensure the effective utilization of resources including assets allocated to Human Resource Component. Provide advice and guidance to all officials in the institution. Ascertain / substantiate possible discipline.
<u>ENQUIRIES</u>	:	Mr. M.I. Mathe (Chief Executive Officer) Tel No: (035) 595 3103 Email: BethesdaHospital.HRJobApplication@kznhealth.gov.za
<u>APPLICATIONS</u>	:	The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department or from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)
<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/189</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1/2/3 REF NO: NGWE 125/2023</u>
<u>SALARY</u>	:	Grade 1: R359 622 – R408 201 per annum Grade 2: R420 015 – R477 771 per annum Grade 3: R491 676 – R595 251 per annum Other Benefits: 13 th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional.)
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital

- REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Occupational Therapist. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist. **Grade 1:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Occupational Therapist in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as an Occupational Therapist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as an Occupational Therapist in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as Occupational Therapist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 03:** A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as Occupational Therapist in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of twenty one (21) years relevant experience after registration with the Health Professional Council (HPCSA) as Occupational Therapist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Attributes and Abilities: Sound knowledge of the current Health and Public Service Legislation, Regulations and Policies. Sound knowledge in the application of Clinical Occupational Therapy theory, practice and ethics. Good communication, team building and problem solving skills. Demonstrate leadership ability, discipline and good interpersonal relations. Ability to function under pressure and with psychiatric patients. Ability to communicate in a professional manner at all times.
- DUTIES** : To provide high quality diagnostic and therapeutic occupational therapy services according to patients needs and to provide patients with factual information on occupational therapy. Provision of mental health groups and individual therapy within allocated wards and as per expectation of the respective multi-disciplinary teams. Ensure provision of high quality vocational rehabilitation services to patients and the management of these projects. Execute all clinical procedures and programs competently utilizing available resources effectively and efficiently. Compile reports and memos as required within the ambit of the delegations and environment. To participate and contribute to the overall wellbeing of the patients in the multi-disciplinary team effort in treatment and psychosocial rehabilitation of patients. Active involvement in creation and implementation of psychosocial programs and activities. To maintain and demonstrate commitment to continuous professional development programs. To maintain clinical profiles on individual patients. To promote the implementation of Batho Pele principles in the execution of duties for effective service delivery. Supervise allocated students according to the agreement with the tertiary institution and contribute to related training activities. Manage allocated human resources, including supervision and performance appraisal according to regulations of the department, public service and HPCSA.
- ENQUIRIES** : Ms. L Msomi Tel No: (035) 901 7000
- 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 M.P. 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** : 27 October 2023
- POST 37/190** : **OCCUPATIONAL THERAPIST REF NO: EMS/50/2023**
- SALARY** : Grade 1: R395 622 – R408 201 per annum
Grade 2: R420 015 - R477 771 per annum
Other Benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Emmaus Hospital
Senior Certificate (Grade 12). Appropriate qualification as an occupational therapist. Current registration with the health professionals council of south Africa HPCSA as an independent practitioner in occupational therapy. Current and previous experience endorsed and stamped by human resource employment history. Knowledge & Skills: sound knowledge of current health and public service legislature, regulations and policies. Sound knowledge in the application of clinical occupational therapy theory, practice and ethics. Effective communication and problem solving skills. Knowledge of current research and development within the profession. Report writing skills and computer literacy skills. Demonstrate leadership abilities, discipline and interpersonal skills.
- DUTIES** : To provide high quality diagnostic and therapeutic occupational therapy service according to patient needs and to provide the patient with factual information on occupational therapy. Ensure the provision of high quality vocational rehabilitative service to patients. Execute all clinical programmes with effective and efficient utilization of resource. Active involvement in the implementation of rehabilitation programmes at primary health care level. Adhering to departmental regulations, code of conduct discipline and ethical principles. Complies reports and memos as required within the ambit of the delegation and environment. Maintain clinical profiles of individual patients. Participate and contribute to the overall well-being of the patients in the multi-disciplinary team effort in treatment and psychosocial rehabilitation of patients. Assist with the supervision of community service occupational therapist. Assist with the implementation and evaluation of EPMDS. Promote Batho Pele principle in the execution of all duties. Ensure occupational therapy resource and equipment are correctly managed. Maintain ongoing continuous professional development programmes. Assist in motivating and ordering of non-stock item. Ensure that all the administrative function required in the unit are performed to the required standard.
- ENQUIRES APPLICATIONS** : Dr H.B Nkuna Tel No: (036) 488 1570, ext. 8205
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. No faxed or e-mailed applications will be considered.
- 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. 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

27 October 2023, 16:00

POST 37/191

: **WASTE MANAGEMENT OFFICER REF NO: SUN 24/2023 (X1 POST)**
Component: Infection (Sundumbili CHC)

SALARY

: R359 622 per annum (Level 08). Other benefits: Housing Allowance (Employee must meet prescribed requirements). 13th Cheque, Medical Aid (Optional).

CENTRE REQUIREMENTS

: Sundumbili CHC
Grade 12/ Standard 10 (National Senior Certificate), Appropriate Degree / Diploma in Environmental Health, Valid Driver's Licence, One (1) year relevant experience after registration with the HPCSA as an Environmental. Current appropriate registration with HPCSA as an Environmental Health Practitioner (2023). Previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted). NB: all the above mentioned documents need not be attached on application, will be requested only if shortlisted. A candidate must possess Knowledge of Health and public service legislation, regulations and policies, Computer skills, Strong Supervisory skills and interpersonal relations skills, Communication skills, written and spoken.

DUTIES

: Manage health care waste for Sundumbili CHC and attached clinics monitor the availability of required Resources, Establish and co-ordinate all activities all of an institutional Waste Management, Committee, including implementing committee Resolutions and liaise with institutional, Management and participate on District Office on all such activities, Conduct institutional audit and participate on District Audits, Ensure implementation of all waste management principles, policies, legislation and standards, Enforce compliance to waste segregation, containerization, storage and transportation, Develop and ensure the implementation of institutional waste management plan, monitor and evaluate it implementation, Oversee and train all staff involved in waste management activities, Manage external collector, Conduct weekly, monthly random hygiene inspections.

ENQUIRIES APPLICATIONS

: Mr M. Mjadu: Systems Manager Tel No: (032) 454 7504
: All applications should be forwarded to:
Sundumbilichcjobapp@kznhealth.gov.za,

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 qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further,

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

- CLOSING DATE** : 27 October 2023
- POST 37/192** : **DIAGNOSTIC RADIOGRAPHER - GRADE 01/02/03 REF NO: MOS/RAD/02/2023 (X2 POSTS)**
- SALARY** :
 Grade 1: R359 622 - R408 201 per annum
 Grade 2: R420 015 - R477 771 per annum
 Grade 3: R491 676 - R595 251 per annum
 Other Benefits: Home Owner's Allowance (Employee must meet the prescribed requirements), 13th Cheque, Medical Aid (Optional), Rural Allowance 17%
- CENTRE REQUIREMENTS** :
 Mosvold Hospital
 Grade 12/Std 10 Certificate. National Diploma/ Degree in Diagnostic Radiography. Certificate Registration with Health Professional Council of South Africa (HPCSA) as an independent Diagnostic Radiographer. Current registration with HPCSA as diagnostic radiographer for 2023-2024 (Independent practice). Certificate of service from previous and current employer endorsed and stamped by HR Department. **Grade 1** (Experience): None after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One (01) year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, whom it is not required to perform community service as required in South Africa. **Grade 2:** (Experience): Minimum of ten (10) years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Eleven (11) years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, whom it is not required to perform community service, as required in South Africa. **Grade 3** (Experience): Minimum of twenty (20) years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Twenty one (21) years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, whom it is not required to perform community service, as required in South Africa. Knowledge, Skills Training and Competencies Required: Sound knowledge of diagnostic radiography procedures and equipment including computerized radiography (CR). Knowledge of radiographic procedures, equipment and accessories associated with relevant techniques. Sound knowledge of radiation control regulations; safety measures and policies. Knowledge of Occupational Health and Safety and other relevant Acts, policies and regulations. Knowledge of basic Quality Assurance procedures in diagnostic radiography. Ability to perform and record basic quality assurance tests as per Radiation Control Directorate. Sound communication, interpersonal and problem solving skills.
- DUTIES** : Provide high quality diagnostic radiographs to assist with correct diagnosis. Provide a high quality diagnostic service according to patient's needs, while adhering to safe radiation protection standard. Execute all clinical procedures competently with computerized radiography whilst adhering to protocols and practices and techniques. Inspect and utilize equipment professionally to ensure that they comply with safety standards. Perform Quality Assurance tests and procedures as agreed in the department. Participate in a 24 hour call roster system which includes nights, weekends, public holidays and standby duties. Perform reception and administrative duties as required. Provide assistance and training to junior staff and student radiographers. Promote Batho Pele principles in the daily execution of duties for effective service delivery. To contribute to overall work process in the diagnostic imaging department. Play an active role in the implementation of quality improvement programmes, Norms and Standards, and Ideal Hospital.
- ENQUIRIES** : Ms. W.M Vilakazi {Assistant Director: Radiographer} Tel No: (035) 591 0122, ext. 1160}

APPLICATIONS : Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968 or Hand Delivered to: Mosvold District Hospital Admin Block - Registry Department or emailed to: nkosikhona.ngubane@kznhealth.gov.za

NOTE : 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, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies Only when shortlisted. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will results to your application being disqualified. Due to financial constraints S&T claims will not be considered.

CLOSING DATE : 30 October 2023

POST 37/193 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: EMS/52/2023**

SALARY : R359 517 per annum. Other Benefits Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)

CENTRE : Emmaus Hospital

REQUIREMENTS : Grade 12 Certificate/Senior Certificate Degree/diploma in human resource /public management. 2 years clerical/ administrative in labour relations experience. Knowledge & Skills: good verbal and communication skills. Report writing. Human resource management, financial management risk management, conflict management, project management. Computer literacy e.g. MS office suite. South African constitution, Labour Relation Act, Bill of Right, Public Service Act, Public Service Regulation, Employment Equity Act, Promotion of Access to Information Act, Occupation Health and Safety Act, Basic Condition of Employment Act, Public Finance Management Act, Batho Pele Principles.

DUTIES : Monitor the implementation and adherence to labour relation policies within the institution. Deal with grievance, discipline, and misconduct cases in terms of laid down policies and procedures. Provide expert advise to managers on the implementation of disciplinary and grievance procedure. Investigate on disciplinary enquiries. Collect statistics in respect of labour related issued, participate in development of staff relations policies. Handle dispute case effectively. Facilitate the resolution of dispute. Monitor the filling of all notices received for disputes. Draft submission of employer representative on disputes.

ENQUIRES : Mr. B.W. Shabalala Tel No: (036) 488 8206 (ext. 8206)

APPLICATIONS : 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. No faxed or e-mailed applications will be considered.

FOR ATTENTION : Assistant Director: HRM

NOTE : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed Previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license

(certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. 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 Allowance will be paid for interview attendance.

- CLOSING DATE** : 27 October 2023, 16:00
- POST 37/194** : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: EMS/52/2023**
- SALARY** : R359 517 per annum. Other Benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.
- CENTRE REQUIREMENTS** : Emmaus Hospital
Grade 12 Certificate/Senior Certificate Degree/diploma in human resource /public management. 2 years clerical/ administrative in labour relations experience. Knowledge and Skills: Good verbal and communication skills. Report writing. Human resource management, financial management risk management, conflict management, project management. Computer literacy e.g. MS office suite. South African constitution, labour relation act, bill of right, public service act public service regulation, employment equity act promotion of access to information act occupation health and safety act basic condition of employment act public finance management act Batho Pele.
- DUTIES** : Monitor the implementation and adherence to labour relation policies within the institution. Deal with grievance, discipline, and misconduct cases in terms of laid down policies and procedures. Provide expert advice to managers on the implementation of disciplinary and grievance procedure. Investigate on disciplinary enquiries. Collect statistics in respect of labour related issued, participate in development of staff relations policies. Handle dispute case effectively. Facilitate the resolution of dispute. Monitor the filling of all notices received for disputes. Draft submission of employer representative on disputes.
- ENQUIRES APPLICATIONS** : Mr B.W Shabalala Tel No: (036) 488 8206, ext. 8206
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. No faxed or e-mailed applications will be considered.
- FOR ATTENTION NOTE** : Assistant Director: HRM
Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed Previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. 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 allowance will be paid for interview attendance.
- CLOSING DATE** : 27 October 2023, 16:00
- POST 37/195** : **SENIOR FINANCE MANAGEMENT OFFICER REF NO: GTN 47/2023 (X1 POST)**
Component: Finance
- SALARY** : R359 517 – R420 402 per annum. Other Benefits: 13th cheque, Medical aid (Optional). Housing allowance
- CENTRE** : Greytown Hospital

REQUIREMENTS : Grade 12 (Senior certificate) Standard 10 Plus Diploma/Degree in Financial Management / Cost and management Accounting / Financial Accounting or any equivalent qualification. Three (03) to five (05) years' experience in public service within financial administration component (Budget & expenditure management, Accounts payable, Revenue, Asset and disposal, Procurement and stores, Voucher control and reporting. A valid driver's licence. Computer literacy Micro soft Office Software applications and MS Outlook. Recommendations: Two 02 years supervisory experience in Budget & Expenditure / SCM. Knowledge, skills, Training and Competences required: In depth knowledge of budgeting control and financial management area of operation and associated processes. Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Departmental and transversal system (e.g. BAS, PERSAL and Vulindlela). Good organizational and planning skills and ability to make independent decision. Ability to plan, build team spirit and meet deadlines. Knowledge of MS office Software applications.

DUTIES : Authorize commitments, payments, debts, receipts and journals on BAS. Draw, analyse and present financial reports. Manage suspense accounts and maintain debts file. Consolidate Financial and SCM monthly and quarterly reports. Identify risks and institute control measures to minimize financial risks in all departments. Monitor and assess finance and SCM staff performance as per EPMS requirements. Oversee the reconciliation of transactions (interface) on PERSAL with BAS. Ensure fairness and transparency e.g. on procurement of goods and services in the institution. Ensure that safeguarding of all face value documents. Ensure that sufficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered. Ensure that irregular, wasteful, fruitless and unauthorized expenditure is minimized.

ENQUIRIES : Mr R Haniff Tel No: (033) 4139 451

APPLICATIONS : Applications forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.

FOR ATTENTION : Mrs Z.J Ngobe

CLOSING DATE : 27 October 2023

POST 37/196 : **ARTISAN FOREMAN PLUMBER REF NO: PSH 78/ 2023 (X1 POST)**

SALARY : R344 811 per annum. Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements) and GEPP Employer Contribution

CENTRE : Port Shepstone Regional Hospital

REQUIREMENTS : Minimum Requirements: Grade 12. Completed apprenticeship and have passed trade test in term of provisions of section 13 (2) (h) of the Manpower Training Act of 1981. Minimum 5 years' experience post trade test experience on Plumber trade. Certificate of service endorsed by HR. Valid code 08 driver's license and own transport. Knowledge, Skills and Competencies Required: Sound knowledge of the occupational health and safety act. Technical and practical skills and experience of the trade. Good knowledge water reticulation system. General repairs, maintenance and soldering copper pipes. Safe working procedures, isolation procedures as stipulated by the OHS act. Good verbal and written communication, problem solving, conflict resolutions skills and good interpersonal relations, planning, organizing, customer focus and responsiveness, decision making, team leadership. Insight and knowledge on legal compliance. Management of staff (Human Resources and Labour Relations), compilation of reports and performance management reports.

DUTIES : Visual checks and repairs of all plant and equipment under his/her supervision i.e. geysers, clarifiers, sanitation, sewer lines, meter reading and able to operate workshop machinery Exercise control of tradesman aid and handyman under his/her supervision. Be responsible for materials issued to him/ her and completion of job cards. Daily reporting of fault, job progress and time sheets. Attend safety and practical orientated training courses and lectures. Good knowledge of hospital plant and machinery. Oversee and manage hospital maintenance inclusive of day to day, emergency, routine / preventative maintenance. Manage human resources effectively & efficiently and promote sound labour relations. Perform administrative and related functions. Human and Capital Resource Management. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on

technical/engineering technology to improve expertise. Maintenance of clinics. The incumbent will be expected to do Standby duties, work overtime and extended hours.

ENQUIRIES APPLICATIONS : Mr DG Gounden Tel No: (039) 688 6111
Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240 Or 11 – 17 Bazley Street Port Shepstone, 4240.

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

CLOSING DATE : 27 October 2023

POST 37/197 : **FINANCE CLERK SUPERVISOR REF NO: CJMH 29/2023**
Component: Finance

SALARY : R294 321 per annum (Level 07). Other Benefits: Medical Aid-Optional, Home Allowance-Employee must meet prescribed requirements and 13th Cheque

CENTRE REQUIREMENTS : Charles Johnson Memorial Hospital
Valid Grade 12/ Senior Certificate. Computer Certificate (MS Word, Excel, Presentation and Outlook). Minimum of 3-5 year's Finance Clerk experience in Budget and Expenditure. Current and previous experience endorsed by HR Department. Recommendations: Degree/National Diploma in Finance, Cost and Management Accounting, Statistics, Business Management with Accounting as a major subject. Driver's license Code EB. Knowledge, Skills, Training and Competencies Required: Knowledge and understanding of Public Finance Management service, Treasure Regulations, Supply Chain Management and Policies. Sound management, negotiation, interpersonal and problem solving skills. Expert knowledge and understanding of operational framework and linkage thereof within the financial system of the department. Good verbal and communication skills. Supervisory, communication and interpersonal skills. Ability to work under pressure. Ability to prioritize issues and comply with time frames.

DUTIES : Provide effective and efficient Budget Expenditure Management within the institution. Monitor Expenditure performance and prepare Cash Flow projections. Ensure timeous submission of monthly, quarterly and year monitoring report. Ensure payment of supplies within 30 days. Authorize expenditure on BAS. Draw report on Bas, analyse and interpretation of expenditure report and provide variance reasons. Link and interpret financial and non-financial performance for the institution. Collect CEO's Management pack reports from various units and prepare accurate report for Assistant Director: Finance. Authorize journal for misallocated expenditure. Develop and implement register for payment and other related correspondences. Clear suspense account and Maintain Debt file.

ENQUIRIES APPLICATIONS : Mr E. M. Mahlinza Tel No: (034) 271 6408
All application should be forwarded to: zanele.zwane@kznhealth.gov.za or Hand delivered to Registry Office, Lot 92 Hlubi Street C. J. M. Hospital Nqutu

FOR ATTENTION NOTE : Human Resource Manager
Due to cost containment No S&T or relocation expenses will be paid. Those who had no late applications beyond 16h00 of the closing date will be considered. Only Z 83 and Detailed CV must be submitted.

CLOSING DATE : 27 October 2023 by 16h00

<u>POST 37/198</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: ADD/SCMP41/2023</u> Component: Acquisition and Demand Management
<u>SALARY</u>	:	R294 321 per annum (Level 07). Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
<u>CENTRE REQUIREMENTS</u>	:	Addington Hospital: KwaZulu Natal
<u>DUTIES</u>	:	Senior Certificate /Grade 12, Degree/ National Diploma in Supply Chain Management/ Public Management/ Public Administration/ Financial Management / Financial Accounting & Cost Accounting. A minimum of 1-2 years clerical/ administrative experience in Supply Chain Management division. Certificate of Service endorsed by HR. Recommendation: A valid EB driver's license (code 08). Knowledge, Skills Training and Competencies Required: Knowledge of all SCM prescripts applicable to your work environment. Proven knowledge of Stores and Warehouse Management of the public health facility. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Human Resources Management prescripts applicable to your work environment. Computer Literate with proficiency in MS Office Software Application and BAS. Project Management Skills will serve as an added advantage. Ability to adhere to policies and practices/ ability to keep abreast of work related developments. Ability to apply technical technical/ professional knowledge and skills in immediate work area.
<u>ENQUIRIES APPLICATIONS</u>	:	Provide needs assessment to ensure that required goods and services are in compliance with Departmental SCM Policy Framework, Practice Notes and Treasury Regulations. Ensure that the requirements are linked to budget and analyze the supplying industry for compliance. Determine clear specification for the quality of goods and services required. Co – ordinate the Non stock item Requisition process .Ensure acquisition of goods, services and works are in line with Departmental SCM Delegations, policies and procedures. Assist end users with technical evaluation. Ensure documents are compiled and prepared for awarding by QAC. Provide administrative/secretarial support during QAC. Implement risk management to prevent fraud and corruption. Ensure all files including registers for ZNQ's and contracts are updated as per checklist for audit purposes. Compile and maintain supplier's database. Attend to quotation complaints and queries where it is necessary. Monitor staff performance through EPMDs. Ensure proper management of resources allocated within the sub-component. Deal with disciplinary and grievance matters including monitoring and management of absenteeism. Overall supervision of the Demand and Acquisition section.
<u>FOR ATTENTION NOTE</u>	:	Ms P.T Gumede Tel No: (031) 327 2000 All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban. Mrs P Makhoba 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>	:	27 October 2023

POST 37/199 : **SUPPLY CHAIN CLERK: SUPERVISOR-ACQUISITION, LOGISTICS AND CONTRACT** REF NO: **GTN 46/2023 (X1 POST)**
Component: Finance

SALARY : R294 321 - R343 815 per annum. Other benefits: 13th cheque, Medical aid (Optional). Housing allowance (employee must meet the prescribed requirements)

CENTRE REQUIREMENTS : Greytown Hospital
Senior Certificate /Grade 12/ Standard 10. Three (03) to five (05) years' experience in Supply Chain management division. Computer Literacy in Microsoft word, Excel, PowerPoint and outlook. Unendorsed valid driver's licence. Recommendations: Degree or National Diploma in Supply chain Management/ Cost & Management Accounting/ Financial management/ Financial Accounting/ Public Management/ Public Administration. Knowledge, skills, Training and Competences required: Sound knowledge of prescripts, policies and procedures governing financial and supply Chain Management. Interpersonal relations and problem solving. Good organisation and planning, problem solving skills and ability to make dependent decisions, conflict management skills. Good verbal and written communication skills. Ability to work with a team. Ability to perform routine tasks. Knowledge of MS Office Software Applications. Ability to apply technical professional and skills in immediate work area. Knowledge of current health and public service legislation, regulations and policies. Knowledge of and understanding of the operational framework and the linkage there of with the financial system of the department.

DUTIES : Provide acquisition management support service for the institution and clinics under the jurisdiction of the institution. Supervise the functioning of Supply Chain management component in the institution. Provide inventory and logistics management support service. Provide contract management clerical support. Assist with drafting clear specification in order to obtain quality goods and services required. Conduct internal audit risk assessment identify gaps, draft and implement remedial actions. Attend to Auditor General audit queries, compile and implement Audit improvement Plan. Maintain a proper record of all inventories and contract of the institution in line with the SCM policies. Manage and monitor stock in RIDV template. Ensure effective, efficient and economical management of resources allocated to the unit. Supervise, train and develop staff in line with EPMS and segregation of duties. Ensure compliance with the Departmental SCM policy framework, Treasury regulations and practice notes. Provide secretariat or logistical support for SCM committees and related tasks. Compile, prepare and submit monthly, quarterly and annual SCM reports within the stipulated time frames. Conduct risk assessments, identify gaps and institute control measures to minimize risks.

ENQUIRIES : Mr R Haniff Tel No: (033) 4139 451

APPLICATIONS : Applications forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.

FOR ATTENTION : Mrs Z.J Ngobe

CLOSING DATE : 27 October 2023

POST 37/200 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: ADD/SCM40/2023**
Component: Logistics and Warehouse Management

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

CENTRE REQUIREMENTS : Addington Hospital: KwaZulu Natal
Senior Certificate /Grade 12, Degree/ National Diploma in Supply Chain Management/ Public Management/ Public Administration/ Financial Management / Financial Accounting & Cost Accounting. A minimum of 1-2 years clerical/ administrative experience in Supply Chain Management division. Certificate of Service endorsed by HR. Recommendation: A valid EB driver's license (code 08). Knowledge, Skills Training and Competencies Required: Knowledge of all SCM prescripts applicable to your work environment. Proven knowledge of Stores and Warehouse Management of the public health facility. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Human Resources Management prescripts applicable to your work environment. Computer Literate with

<u>DUTIES</u>	:	proficiency in MS Office Software Application and BAS. Project Management Skills will serve as an added advantage. Ability to adhere to policies and practices/ ability to keep abreast of work related developments. Ability to apply technical technical/ professional knowledge and skills in immediate work area. Manages stores or warehouse where all stocks are kept. Receive and analyze requests for required goods and place orders for items which are not held in stock. Verify all received goods for quality and quantity against ordering documents and make a follow up if the delivery conditions reflected on the order form are not complied with. Supervise and undertake logistical support services. Check, place and verify orders for goods. Ensure the regular updating of registers and databases for goods received or goods issued. Receive TR15 requests for goods from end users. Issue goods to end users. Update and ensure the maintenance of the register of suppliers. Ensure that all stocktaking of all assets in stock is conducted quarterly. Ensure integrated Human Resource Management. Ensure implementation of policies relating to your area of responsibility and comply with the National Core Standards .timeous submission of credible SCM in year reports as prescribed from time to time.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P.T Gumede Tel No: (031) 327 2000
<u>FOR ATTENTION NOTE</u>	:	All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban. Mrs P Makhoba 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. <u>NB:</u> 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>	:	27 October 2023
<u>POST 37/201</u>	:	<u>FACILITY INFORMATION OFFICER REF NO: CTK 37/2023</u> Branch: Human Resources
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 - R334 194 per annum Christ The King Hospital Senior Certificate/Matric or Grade 12. National Diploma/Degree in Information Technology/Management Information System/Statistics/Computer Science. 2-3 years' experience in Data Management section with District Health Information Systems. Computer Literacy (Ms. Word, Excel, PowerPoint). Verification of employment endorsed by Human Resource Department will only be required shortlisted candidates. Knowledge, Skills and Competencies: 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. Compare strategic objective with reported results. High level of accuracy. Technical Knowledge in the information Technology Environment. Ability to work under pressure and meet tight deadlines.
<u>DUTIES</u>	:	Co-ordinating the total collection of quality routine and non-routine facility data and the maintenance of the Institutional Health and Management Information Database. Monitor the implementation of all Health Information Systems in the facilities within the sub-district (WebDHIS/Tier.Net etc.). Conduct training on

Routine Health Systems to data capturers, clinicians, OMs, Programme managers and other data collectors. Ensure data and information integrity to accurately represent the state of service delivery in the sub-district. Analysing and interpreting data. Ensure that monthly and quarterly reports are compiled, captured and submitted timeously to the next level. Feeding back information through both summary and comprehensive reports. Providing advice to ward managers and heads of departments concerning information technology and systems related needs e.g. completion of standardized forms and use of clinic registers and IT policy related issues. Putting mechanisms in place to improve the quality of information received. Supervising and training staff. Maintain effective and efficient utilization of resources. Conduct internal audit and risk management/ compile and submit reports. Management of conflict and discipline. Ensure compliance with statutory regulations, rules, policies and guidelines of data management.

**ENQUIRIES
APPLICATIONS**

: Mr M Radana Tel No: (039) 834 7500
 : 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. 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. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address ChristTheKingHospital.JobApp@kznhealth.gov.za . Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs." NB: Failure to comply with the above instructions will disqualify applicants.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 27 October 2023

POST 37/202

: **HUMAN RESOURCE PRACTITIONER (HRD AND PLANNING) REF NO:
BETH 52/2023**

SALARY

: R294 321 per annum. 13th Cheque, Medical Aid Optional and Home Owners /Housing Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Bethesda District Hospital (KwaZulu - Natal)
 : Minimum Requirements: Senior Certificate / Grade 12. Degree / National Diploma in Human Resource Management / Training Management /HRD/Public Management/Administration. Recommendations: Minimum of 2 years in HRD Component. Computer literacy. Valid Driver's license. PERSAL Certificate. Knowledge: Skills, Training and Competencies Required: Knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development. In-depth knowledge of all relevant legislations, prescripts and white papers in Human Resource Management. Adequate communication (verbal and written), interpersonal and problem solving skills. Ability to maintain high level of confidentiality. Ability to plan and prioritize in the execution of daily tasks.

<u>DUTIES</u>	:	Sound knowledge of legislation, policies and procedures. Knowledge of PERSAL. Computer literacy, MS Software applications.
		Prepare and submit monthly, quarterly and annual training reports. Co-ordinate the implementation of all training programmes. Facilitate the logistics for Institutional Health Education Training and Development Committee meetings (IHETDC) and other meetings pertaining to the scope of work. Administer and Co-Ordinate EPMS for the Bethesda Hospital and attached clinics to ensure that Departmental deadlines are met and evaluation sessions are conducted timeously. Facilitate and co-ordinate the formulation of Employment Equity Plan, Intergrated HR Plan, Operational Plan and any other HR Plans required. Facilitate and coordinate the processing of Bursaries. Give HR support services and assistance to all Managers, Supervisors and employees on HRD issues.
<u>ENQUIRIES</u>	:	Mr. LS Magutshwa (Assistant Director: HRM) Tel No: (035) 595 3105, email: BethesdaHospital.HRJobApplication@kznhealth.gov.za
<u>APPLICATIONS</u>	:	The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)
<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/203</u>	:	<u>HUMAN RESOURCES OFFICER SUPERVISOR REF NO: SUN 25/2023 (X1 POST)</u> Component: Human Resource Practices (Sundumbili CHC)
<u>SALARY</u>	:	R294 321 per annum (Level 07). Other benefits: Housing Allowance (Employee must meet prescribed requirements). 13 th Cheque, Medical Aid (Optional).
<u>CENTRE</u>	:	Sundumbili CHC
<u>REQUIREMENTS</u>	:	Grade 12/ Standard 10 (National Senior Certificate) OR Equivalent, Minimum of 3 – 5 years' appropriate/ recognizable experience in Human Resource Practices. Recommendations: National Diploma/ Degree in Human Resource Management/ Public Management/ Public Administration. PERSAL Certificate and Driver's Licence. Previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) NB all the above mentioned documents need not be attached on application, will be requested only if shortlisted. A candidate must possess Knowledge of Public service prescript and Human Resources Management Policies. Broad Knowledge of PERSAL System, Knowledge of computer software i.e. MS Word, Excel, Power Point, Outlook etc. Ability to obtain high level of confidentiality, Sound management, negotiation, interpersonal, communication (written and verbal), Problem solving and supervisory skills in depth knowledge of Human Resource Practices, Ability to draw and analyse PERSAL reports and Strong Leadership ability.
<u>DUTIES</u>	:	Will be the immediate supervisor of the Human Resource Officers in the HR Practices Component, ensuring that a timeous and correct administrative service in respect of recruitment, exits, conditions of service namely leave,

housing, allowances, deductions, injury on duty is provided for all staff employed by Sundumbili CHC. Will supervise and manage the day to day functioning of the Human Resource Officers and ensure that a high quality of service is being provided. Ensure the payment of all allowances and fringe benefits is done accurately, Responsible for leave matters and PILIR, Manage and maintain staff records on leave, personal, housing, IOD and departmental related matters. Ensure the correctness of all PERSAL transactions and minimize risk. Check, approve and disapprove PERSAL transactions. Supervise and check the processing of payments of exit benefits for the staff leaving the Public Service. Will be responsible for the Performance Management and Supervision of staff in Human Resource Practices. Ensure that all salaries are updated when changes occur and all new policy directives are implemented.

- ENQUIRIES APPLICATIONS** : Ms HS Mbatha: Assistant Director: HRM Tel No: (032) 454 7504
: All applications should be forwarded to: **Sundumbilichcjobapp@kznhealth.gov.za.**
- 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 qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).
- CLOSING DATE** : 27 October 2023
- POST 37/204** : **ADMINISTRATION CLERK SUPERVISOR REF NO: SUN 28/2023 (X1 POST)**
Component: Patient Record Admin (Sundumbili CHC)
- SALARY** : R294 321 per annum (Level 07). Other benefits: Housing Allowance (Employee must meet prescribed requirements). 13th Cheque, Medical Aid (Optional).
- CENTRE REQUIREMENTS** : Sundumbili CHC
: Grade 12/ Standard 10 (National Senior Certificate) or Equivalent, Minimum of 3 – 5 years' experience in Clerical/ Administration. Recommendations: Valid Driver's Licence. Previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) NB all the above mentioned documents need not be attached on application, will be requested only if shortlisted. A candidate must possess Knowledge of clerical duties, Capturing of data, Operate Computer, Collecting statistics, Legislative framework governing the Public Service, Working procedures in terms of the working environment, Planning and organizing, Good verbal and written communication skills.
- DUTIES** : Ensure overall management of outpatient, admission, ward clerks, Ensure effective management of patient records, Asses staff performance and organize trainings in order to improve delivery, manage effective implementation of EPDMS for all staff under his/her supervision, Maintain and

implement discipline amongst staff when necessary, Formulate Policy and procedure for the department , Ensure the patient information is completely recorded to all patient records, Preparation of reports and monthly statistics, Handle audit query and implement action plan, develop, implement and monitor measures designed to optimize the collection of fees from the patient on medical aid and other government departments.

- ENQUIRIES** : Mr M Mjadu: Systems Manager Tel No: (032) 454 7503
APPLICATIONS : All applications should be forwarded to: Sundumbilichjobapp@kznhealth.gov.za
- 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 qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).
- CLOSING DATE** : 27 October 2023
- POST 37/205** : **ADMINISTRATION CLERK SUPERVISOR REF NO: ITSH 49/2023**
- SALARY** : R294 321 per annum. Other Benefits: 13th cheque, medical aid (optional), homeowners' allowance (employee must meet prescribed requirements)
- CENTRE** : Itshelajuba Hospital (Transport)
- REQUIREMENTS** : Senior certificate (Grade 12). 3 -5 years' experience in Fleet /transport management; Drivers licence with PDP. Recommendations: Diploma/Degree in Public Management. Knowledge, Skills, Training and Competencies Required: Knowledge of relevant fleet management prescripts; Knowledge of vehicle maintenance and services procedure; Good verbal and written communication skills; Supervisory and analytic skill; Good interpersonal skills; Planning and organizing skills. Key Performance Areas: Allocation of state vehicles to the drivers for official use; Ensure that drivers and other officials have valid driver's license before issuing them with state vehicles; Ensure that pre-trip inspection is performed; Compile monthly reports; Make sure that all state vehicles are road worthy; Ensure that petrol cards are available and valid; Monitor utilization of petrol cards and analyse the transactions report from the bank; Update the invoices received, register on monthly basis; Complete the state vehicles are clean at all times; Manage performance and development of transport staff; Comply with the legislative prescripts of the Departments of Health.
- ENQUIRIES** : All enquiries should be directed to Ms. KM Hadebe Tel No: (034) 413 4000
APPLICATIONS : All applications must be emailed to Slindokuhle.sithole@kznhealth.gov.za
NOTE : Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed

Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

- CLOSING DATE** : 27 October 2023
- POST 37/206** : **PROFESSIONAL NURSE GENERAL STREAM WITH MIDWIFERY REF NO: ITSH 47/2023 (X7 POSTS)**
- SALARY** : Grade 1: R293 670 per annum
Grade 2: R358 626 per annum
Other Benefits: 12% Rural allowance of Basic: salary, 13th Cheque, Housing Allowance (Employee must meet prescribed requirement) and Medical Aid (Optional).
- CENTRE REQUIREMENTS** : Itshelejuba Hospital
Senior Certificate/ Grade 12 or Equivalent qualification; Degree Diploma in general nursing or equivalent qualification that allows registration with the South African Nursing Council as a Registered Nurse and Midwife/ accoucher. Current registration with SANC 2023 receipt, Registration Certificate with SANC as a General Nurse and Midwifery. **Grade 1:** Experience: One year experience, where applicable (Completion of Community Service). **Grade 2:** Experience: A Minimum of 10 years appropriate recognisable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedure, nursing status and other relevant legal frameworks. Knowledge and experience of Public Service Policies and Regulations. Sound Management and negotiation skills. Knowledge of Labour Relations. Clinical Competences. Good verbal and written communication and report writing skills.
- DUTIES** : Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care. Implement standards, practices, criteria and indicates for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Provide women/maternal health services, as delegated. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human material and physical resources effectively: Provide optimal holistic specialised nursing care with set standards and within a professional/legal framework. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Work as part of the multidisciplinary team to ensure good nursing care. Implement infection prevention and control and quality service delivery. Do clinical audits to patients' records. Ensures the effective and efficient control of surgical sundries, pharmaceutical equipment and miscellaneous stores. Participate in achieving targets on clinical programs.
- ENQUIRIES APPLICATIONS NOTE** : All enquiries should be directed to Ms. JN Mthenjana Tel No: (034) 413 4000
: All applications must be emailed to Sindokuhle.sithole@kznhealth.gov.za
: Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately completed and signed.

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

- CLOSING DATE** : 27 October 2023
- POST 37/207** : **PROFESSIONAL NURSE GENERAL STREAM WITH MIDWIFERY REF NO: ITSH 48/2023 (X3 POSTS)**
- SALARY** : Grade 1: R293 670 per annum
Grade 2: R358 626 per annum
Other Benefits: 12% Rural allowance of Basic: salary, 13th Cheque, Housing Allowance (Employee must meet prescribed requirement) and Medical Aid (Optional).
- CENTRE REQUIREMENTS** : Itshelejuba Hospital (Kwa-Shoba Clinic and Qalukubheka Clinic)
: Senior Certificate/ Grade 12 or Equivalent qualification; Degree Diploma in general nursing or equivalent qualification that allows registration with the South African Nursing Council as a Registered Nurse and Midwife/ accoucher. Current registration with SANC 2023 receipt; Registration Certificate with SANC as a General Nurse and Midwifery. **Grade 1:** One year experience, where applicable (Completion of Community Service). **Grade 2:** A Minimum of 10 years appropriate recognisable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedure, nursing status and other relevant legal frameworks. Knowledge and experience of Public Service Policies and Regulations. Sound Management and negotiation skills. Knowledge of Labour Relations. Clinical Competences. Good verbal and written communication and report writing skills.
- DUTIES** : Provide quality comprehensive Primary Health Care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Always promoting scientific quality nursing care by functioning as a therapeutic team co-ordination between hospital and community and preventing medico-legal hazards. Ensuring proper utilization and safekeeping basic medical equipment. Encourage research by assisting in department projects always making sure that the community needs are taken into account; Ensure Batho Pele principles are implemented. To work on weekends as scheduled on the duty roster; To take night calls; Participate actively in outreach health services Assist the Operational Manager in Administrative Duties.
- ENQUIRIES APPLICATIONS** : All enquiries should be directed to Ms. CN Mwelase Tel No: (034) 413 4000
: All applications must be emailed to Slindokuhle.sithole@kznhealth.gov.za

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

CLOSING DATE : 27 October 2023

POST 37/208 : **FOOD SERVICE MANAGER REF NO: EMS/48/2023**

SALARY : R241 485 - R281 559 per annum. Other Benefits: Medical Aid (Optional, 13th Cheque PLUS 8% rural allowance, Housing allowance (employee must meet prescribed requirements)

CENTRE : Emmaus Hospital

REQUIREMENTS : Grade 12/Senior Certificate, or equivalent qualification national diploma in food service management/ food beverage management/ catering management/ food and nutrition. Consumer science/hospitality management/ hotel management 2 years' experience in food service environment computer literacy. Recommendation: computer literacy. Valid license. Knowledge and Skills: menu planning, costing nutrition, production management development og strategy plans, operational plans and quality improvement plans. Food hygiene practices and food safety regulations, infection control health and safety principle and risk management, human resource management, good interpersonal skills, communication computer literacy, problem solving and planning concern for excellence team building training and coaching patience enthusiasm and drive.

DUTIES : Supervise catering personnel. Monitor performance of staff control the food service budget utilization by managing the food service operation in the hospital as well as utilization of allocation resource in order ascertain that cost effective and efficient service is rendered. Ensure that optimal health status of patients is achieved by providing nutritiously well balanced meals, properly planned menus, adequate and correctly prepared meals, as well as correct distribution and serving meals. maintain health and safety environment by continues inspection and ensure that staff is adhering to safety precautions. Have inputs in the development and upgrading plans of the food service unit. Develop and implement quality improvement projects, operational policies and procedures. Ensuring that they are all complied with coordinated and conduct trainings and workshops through HRD that is food service related for the unit and for the hospital staff. Deals with grievance and disciplinary matters in accordance with policies and procedures as well as legislative prescripts of public service. Complies and submit food service reports and operational plans implement and monitor EPMDS.

ENQUIRES : Mr PHNC Buthelezi Tel No: (036) 488 1570, ext. 8319

APPLICATIONS : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered

<u>FOR ATTENTION NOTE</u>	:	applications may be submitted at Human Resource Registry, Emmaus Hospital. No faxed or e-mailed applications will be considered.
	:	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. 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>		27 October 2023 @ 16:00
<u>POST 37/209</u>	:	<u>ARTISAN PLUMBER GRADE A REF NO: UNTU 31/2023 (X1 POST)</u> Component: Maintenance Re-advertised
<u>SALARY</u>	:	R220 553 - R244 737 per annum. Other Benefits: 13th cheque, medical aid (optional) housing allowance: employee must meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Untunjambili Hospital
	:	Senior Certificate/ Grade 12 or equivalent qualification. Valid driver's license. 0-2 years of experience. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Recommendations: Good understanding of hospital and clinics set up. Knowledge, Skills, Attributes and Abilities; Knowledge of Occupational Health and safety act and safety standards. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently.
<u>DUTIES</u>	:	Installation, Repairs and Maintenance of High Pressure Geysers. Installation and Repairs to toilets, urinals and other ablutions facilities such as shower and baths etc. Installation and Repairs to water and sewerage reticulation system. Clear blocked drains, gutters, down pipes, waste water lines and branch lines. Takes and Record water supply reading daily. Maintenance on fire hose main supply, fire hose and fire hydrants. Daily reporting of faults, job progress and daily completion of job card/time sheets as per auditor's instruction. Be prepared to visit primary health care clinics to perform maintenance duties when required. Installation of gutters and down pipes and galvanized pipes. Compile and submit report, provide inputs on the compilation of technical reports. Deputize Artisan Forman when required to do so. Form part of multi-disciplinary team doing rounds in the hospital and clinics and necessary steps to fix all identified shortfalls. Be prepared to work overtime and standby duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L.R. Dlamini Tel No: (033) 444 1707
	:	should be forwarded to: Human Resource Manager Private Bag X216, Kranskop, 3268 or hand deliver or courier your application
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package

above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

- CLOSING DATE** : 27 October 2023
- POST 37/210** : **ARTISAN PRODUCTION: CARPENTER REF NO: UNTU 332023 (X1 POST)**
Component: Maintenance
Re-advertised
- SALARY** : R220 553 - R244 737 per annum. Other Benefits: 13th cheque, medical aid (optional) housing allowance: employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** :
: Untunjambili Hospital
: Senior Certificate/ Grade 12 or equivalent qualification. Valid driver's license. 0-2 years of experience. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Recommendations: Good understanding of hospital and clinics set up. Knowledge, Skills, Attributes and Abilities: Technical analysis knowledge. Computer-aided technical applications. Technical report writing. Production, process knowledge and skills. Customer focus and responsiveness. Communication and computer skills. Planning and organizing.
- DUTIES** : Able to operate workshop. Supervise handyman and tradesman aids. Be responsible for material issued to him/her and completion of job cards. Inspect & repair equipment for technical faults. To perform standby-duties and often hour call outs. Order and exercise control over plumbing equipment. Compile and submit report, provide inputs, on the compilation of technical reports. Daily reporting of faults, job progress and completion of jobs. Weekly inspection for all doors, door lockers, frames flooring, roofs and sprockets. Replace locks to cupboard, drawer and doors. Necessary steps to fix all identified shortfalls. Be prepared to work overtime and standby duties.
- ENQUIRIES APPLICATIONS** : Mr L.R. Dlamini Tel No: (033) 444 1707
: Should be forwarded to: Human Resource Manager Private Bag X216 Kranskop, 3268 or Hand Deliver or Courier Your Application
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/211</u>	:	<u>ARTISAN PRODUCTION GARDE A: CARPENTER REF NO: MAD 62/2023 (X1 POST)</u>
<u>SALARY</u>	:	R220 533 – R244 737 per annum. 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance (Employee must meet prescribed condition)
<u>CENTRE</u>	:	Madadeni Provincial Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (Under the Manpower Training act 1981). Valid Driver's License Code 08. Recommendations: 3 years working experience. Knowledge, Skills and Competencies Required: Technical and practical skill of carpentry. Sound knowledge of Occupational Health and Safety Act and related legislation. Good communication, team building and motivational skill. Good verbal and written skill. Good personal skill.
<u>DUTIES</u>	:	Produce designs according to client's specification and within limits of production capacity. Inspect equipment and / or facilities for technical fault. Produce objects with material and equipment according to job specification and recognized standards. Repairs equipment and facilities according to standards. Test repair standards and / or facilitates according to specification and recognized standards. Compile and submit reports. Provide inputs to operational plan. Visit residential clinics to perform maintenance duties when required. To perform standby duties and offer hours call out. Must be prepared, in terms of crisis to perform other essential services such as strikes, floods etc. via maintenance. Control of material, equipment / tools, and keep in good working order. Perform first level artisan work. Maintain health, safe and hygienic working conditions. To control and supervise tradesman's aid and handyman. Must be prepared, in times of crises such as strikes, floods etc. to perform other essential services. Maintain records of work requested and completed.
<u>ENQUIRIES</u>	:	Mr. A.N Ndamane Tel No: (034) 328 8030
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<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 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.
<u>CLOSING DATE</u>	:	27 October 2023

POST 37/212 : **ARTISAN PLUMBER GRADE A REF NO: UNTU 31/2023 (X1 POST)**
Component: Maintenance
Re-advertised

SALARY : R220 553 - R244 737 per annum. Other Benefits: 13th cheque, medical aid (optional) housing allowance: employee must meet prescribed requirements.

CENTRE : Untunjambili Hospital

REQUIREMENTS : Senior Certificate/ Grade 12 or equivalent qualification. Trade test in plumbing in terms of section (1392) (h) of the Manpower Training act 1981, as amended. Valid driver's license. 0-2 years of experience. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Recommendations Good understanding of hospital and clinics set up. Knowledge, Skills, Attributes and Abilities: Knowledge of Occupational Health and safety act and safety standards. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently.

DUTIES : Installation, Repairs and Maintenance of High Pressure Geysers. Installation and Repairs to toilets, urinals and other ablutions facilities such as shower and baths etc. Installation and Repairs to water and sewerage reticulation system. Clear blocked drains, gutters, down pipes, waste water lines and branch lines. Takes and Record water supply reading daily. Maintenance on fire hose main supply, fire hose and fire hydrants. Daily reporting of faults, job progress and daily completion of job card/time sheets as per auditor's instruction. Be prepared to visit primary health care clinics to perform maintenance duties when required. Installation of gutters and down pipes and galvanized pipes. Compile and submit report, provide inputs on the compilation of technical reports. Deputize Artisan Forman when required to do so. Form part of multi-disciplinary team doing rounds in the hospital and clinics and necessary steps to fix all identified shortfalls. Be prepared to work overtime and standby duties.

ENQUIRIES : Mr L.R. Dlamini Tel No: (033) 444 1707

APPLICATIONS : Applications should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268, or hand deliver or courier your application

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

CLOSING DATE : 27 October 2023

POST 37/213 : **ARTISAN PRODUCTION: CARPENTER REF NO: UNTU 332023 (X1 POST)**
Component: Maintenance
Re-advertised

SALARY : R220 553 - R 244 737 per annum. Other Benefits: 13th cheque, medical aid (optional) housing allowance: employee must meet prescribed requirements

CENTRE : Untunjambili Hospital

REQUIREMENTS : Senior Certificate/ Grade 12 or equivalent qualification. Trade test in carpentry in terms of section (1392) (h) of the Manpower Training act 1981, as amended. Valid driver's license. 0-2 years of experience. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Recommendations: Good understanding of hospital and clinics set up. Knowledge, Skills, Attributes and Abilities: Technical analysis knowledge. Computer-aided technical applications. Technical report writing. Production, process knowledge and skills. Customer focus and responsiveness. Communication and computer skills. Planning and organizing.

DUTIES : Able to operate workshop. Supervise handyman and tradesman aids. Be responsible for material issued to him/her and completion of job cards. Inspect & repair equipment for technical faults. To perform standby-duties and often hour call outs. Order and exercise control over plumbing equipment. Compile and submit report, provide inputs, on the compilation of technical reports. Daily reporting of faults, job progress and completion of jobs. Weekly inspection for all doors, door lockers, frames flooring, roofs and sprockets. Replace locks to cupboard, drawer and doors. Necessary steps to fix all identified shortfalls. Be prepared to work overtime and standby duties.

ENQUIRIES : Mr L.R. Dlamini Tel No: (033) 444 1707

APPLICATIONS : Applications should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268, or Hand Deliver or courier your application

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

CLOSING DATE : 27 October 2023

POST 37/214 : **ARTISAN PRODUCTION GRADE A, B (CARPENTRY) REF NO: NGWE 126/2023**
 Department: Maintenance

SALARY : Grade A: R220 533 – R244 737 per annum
 Grade B: R258 753 – R285 396 per annum
 Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements).

CENTRE REQUIREMENTS : Ngwelezana Hospital
 : Grade 10. Appropriate Trade Test Certificate in Carpentry in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Artisan **Grade A**: At least 0-2 years appropriate / recognisable experience in an area after obtaining the relevant trade certificate. Artisan **Grade B**: At least 14 years appropriate / recognizable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Knowledge, Skills, Attributes and Abilities: Sound knowledge of the Occupational Health and Safety Act 85 of 1993. Good communication skills, Interpersonal skills and negotiation and planning. Technical report writing, practical skills and experience of the trade. Good knowledge of hospital plant and machinery, equipment, air condition, as well as gas application and gas equipment. Good knowledge of legal compliance. Creativity and analytical thinking, problem solving and decision making skills. Ability to work in a team and be customer focused and responsiveness. Computer Literacy: MS Office Software Package and presentation skills. Ability to read drawing and carpentry technical specification.

DUTIES : Be able to operate workshop. Supervise handyman and tradesman aids. Be responsible for material issued to him / her and completion of job cards. Inspect and repair equipment for technical faults. To perform standby duties and often hour call outs. Order and exercise control over carpentry material / equipment. Compile and submit report, provide inputs on the compilation of technical reports. Daily reporting of faults, job progress and completion of jobs. Weekly inspection for all doors, door lockers, frames flooring, roofs and sprockets ceiling. Replace locks to cupboards, drawers and doors. Paint when necessary. Be prepared to visit Primary Health Care clinics to perform maintenance duties. Keep and maintain job records and other registers. Be responsible to mentor staff under your supervision.

ENQUIRIES APPLICATIONS : Mr. P.E.Z. Zulu Tel No: (035) 901 7000
 : 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 M.P. 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** : 27 October 2023
- POST 37/215** : **DENTAL ASSISTANT GRADE 1, 2 REF NO: NGWE 127/2023**
Department: Dental Unit
- SALARY** : Grade 1: R196 536 – R222 615 per annum
Grade 2: R228 900 – R264 870 per annum
Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
Senior Certificate / Grade 12. Appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Initial and Current registration with HPCSA as Dental Assistant. **Grade 1:** None after obtaining appropriate qualification that allows registration with HPCSA as Dentist. **Grade 2:** A minimum of ten (10) years recognizable experience after obtaining appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as Dental Assistant. Knowledge, Skills, Attributes and Abilities: Good communication skills. Self-motivated and goal orientated. Good interpersonal relations. Good organizing skills. Knowledge of Infection, prevention and control protocols. Knowledge of relevant Health and Safety Acts. Ability to perform basic quality assurance tests. Problem solving skill. Communication skills. Good interpersonal relations.
- DUTIES** : Assist clinicians with oral health procedures, preparing of instruments and material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and Principles.
- ENQUIRIES APPLICATIONS** : Dr. S Ngema Tel No: (035) 901 7000
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 : 27 October 2023

POST 37/216 : **FOOD SERVICE AID SUPERVISOR REF NO: OSI FSAS 37/2023 (X4 POSTS)**

SALARY : R171 537 per annum. Other Benefits: 13th Cheque/service bonus, Medical Aid (optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Osindisweni District Hospital
: NQF Level 3 /ABET Level 4/ Grade 10 (Standard 8) certificate. Current and previous experience endorsed and stamped by Human Resource (Employment History). NB: Only shortlisted candidates will be required to submit certified documents on or before the day of the interview date. Knowledge, Skills, Training and Competencies Required: Basic knowledge of food preparation. Good communication skills. Planning and organising skills.

DUTIES : Supervising the preparation, cooking and dishing of meals for the patients are done as per ward request. Supervising, monitoring and maintaining of hygiene and cleanliness in the food service unit. Supervising, monitoring and maintaining infection control and health and safety in the food safety unit. Monitoring stock by ensuring that the stock is correctly received, stored in the respective areas and ensuring that there are no wastages and pilferages. Administrative work.

ENQUIRIES APPLICATIONS : Mr E.M. Dlamini Tel No: (032) 541 9207
: To be forwarded to Mr E.M. Dlamini, Osindisweni District Hospital, Private Bag X15, Verulam, 4340

NOTE : People with disability are also encouraged to apply. (This department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational categories in the Department)

CLOSING DATE : 27 October 2023

POST 37/217 : **FOOD SERVICE SUPERVISOR (STOREKEEPING) REF NO: EMS/52/2023**

SALARY : R171 537 per annum. Other Benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Emmaus Hospital
: NQF Level 3 (ABET Level4) below Grade 10. 3-5 years' experience in food services. Recommendation: 1 year working experience in hospital catering environment. Computer literacy. Basic knowledge of IPC, food safety, health and safety and knowledge of HACCP. Grade 12. Knowledge & Skills: Knowledge of the code of conduct. Knowledge of Batho Pele principle and patients right charter. Planning organization and reports writing.

DUTIES : Supervise the cooking and serving of food on daily basis. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Ensure that hygienic environment is maintained in all area at all times. Ability to read menus, recipes and supervise the production, portioning and meal distribution. Operate various catering equipment and undergo training in relation to the machinery operation.to assist with all administrative duties and processing of monthly accounts. perform stock taking of kitchen stores. Report damaged equipment for repairs.

ENQUIRES APPLICATIONS : Mr PHNC Buthelezi Tel No: (036) 488 1570, ext. 8319
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

FOR ATTENTION NOTE : 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>	:	27 October 2023, 16:00
<u>POST 37/218</u>	:	<u>FOOD SERVICE AID SUPERVISOR (COOK) REF NO: EMS/53/2023</u>
<u>SALARY</u>	:	R171 537 per annum. Other Benefits: Medical Aid (Optional, 13 th Cheque, Housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Emmaus Hospital
<u>REQUIREMENTS</u>	:	NQF Level 3 (ABET Level4) below Grade 10. 3-5 years' experience in food services. Recommendation: 1 year working experience in hospital catering environment. Computer literacy. Basic knowledge of IPC, food safety, health and safety and knowledge of HACCC. Professional cookery experience. Knowledge & Skills: Knowledge of the code of conduct. Knowledge of Batho Pele principle and patients right charter. Planning organization and reports writing. Good interpersonal relation, conflict management and problem solving skills.
<u>DUTIES</u>	:	Ensure that food samples are kept recorded. Prepare and cook food according to standardized recipes and specifications. Taste and check meals before serving. Ensure that hygienic environment is maintained in all area at all times. Ability to read menus, recipes and supervise the production, portion and distribution of meals. Ensure that food safety rules are followed through preparation, cooking and serving of meals. To assist with all administrative duties and processing of monthly accounts. Ensure that hygienic environment is maintained in all area in the kitchen at all times. Report damaged equipment for repairs.
<u>ENQUIRES APPLICATIONS</u>	:	Mr PHNC Buthelezi Tel No: (036) 488 1570, ext. 8319 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. No faxed or e-mailed applications will be considered.
<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. 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>	:	27 October 2023 @ 16:00

DEPARTMENT OF SPORT, ARTS AND CULTURE

The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

MANAGEMENT ENCHELON

<u>POST 37/219</u>	:	<u>DEPUTY DIRECTOR-GENERAL: ARTS AND CULTURE PROGRAMMES REF NO. DSAC57/2023</u>
<u>SALARY</u>	:	R1 663 581 per annum (Level 15), (all-inclusive package to be structured in accordance with the rules of Senior Management Service
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	A Grade 12 certificate plus relevant degree or equivalent (NQF Level 8) in Public Administration or Management/ Arts/ Culture/ Archives/ Heritage/ Museum coupled with minimum of 8-10 years' experience at a Senior

Management level in public service. The pre-entry certificate for the Senior Management Services (SMS) from the National School of Governance is compulsory prior to the appointment. Valid Code EB license. Knowledge: Accord on Basic Education and Partnership with schools. Community development. Community outreach. Employee Performance and Management System. Human Resource Development Strategy of South Africa. Knowledge of Basic Conditions of Employment Act. Knowledge of Bill of rights. Knowledge of Human Rights Act. Labour Relations Act. Millennium development goals. National and Provincial Practice Notes. National Development Plan. National Skills Development Strategy. National Youth Development Agency Act. Project management principles. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Provincial Growth and Development Plan. Public Finance Management Act. Public Participation. Public Service Act. Public Service Regulations. Republic of South Africa Constitution. Service Delivery frameworks. Skills Development Act. Social dynamics of Kwa-Zulu Natal Communities. Supply Chain Management Practices and procedures. Youth Development Policy. Youth Employment Accord. Treasury Regulations. Criminal Procedure Act. Kwa-Zulu Natal Citizen's Charter. Knowledge on Security Management Act. Occupational Health and Safety Act. Intergovernmental matters. Ministerial Handbook. Protocol Manual of South Africa. Promotion of Equality and Prevention of Unfair Discrimination Act and any other relevant Acts /Legislative Mandates. Skills: Analytical skills. Analytical thinking. Change management skills. Communication skills. Computer skills. Conflict management skills. Decision Making. Facilitation skills. Financial management skills. Interpersonal relations. Language skills. Leadership skills. Listening skills. Organisational skills. People management skills. Policy analysis and development. Presentation skills. Problem solving skills. Project management skills. Project Planning. Relationship Management. Report writing skills. Research skills. Risk Management skills. Self-disciplined and able to work under pressure with minimum supervision. Strategic direction/planning. Time management. Computer Literacy (MS Word, Excel, Power Point, etc.)

DUTIES

: Oversee the provision and implementation of Arts, Culture and Language programmes. Oversee the provision and implementation of Library and Archives services. Oversee the provision and promotion of Heritage and Museum services. Oversee the development, maintenance, and implementation of strategies/ policies. Manage the resources of the Branch.

ENQUIRIES

: Dr CT Sifunda: Tel No: (033) 264 3400

APPLICATIONS

: Applications must be posted to: The Director, Human Resource Management and Development, KwaZulu-Natal Department of Sport, Arts and Culture, Private Bag X9140, Pietermaritzburg, 3200 or hand delivered to: Department of Sport, Arts and Culture, 171 Boshoff Street, Pietermaritzburg, 3200 or Highway House, 83-93 King Cetshwayo Highway, Mayville, 4058.

FOR ATTENTION

: Mrs NIS Mbhele.

NOTE

: Directions to applicants: Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initiated 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. The requirements for appointment at the Senior Management Service level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela online course, endorsed by NSG. The course is available at the NSG under the name Certificate for entry into SMS and full details can be sourced by the link:

<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with DPSA Directive on the implementation of Competency Based Assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than one (1) post, please submit separate applications for each post that you apply for. NB: Please note that all the below posts are re- advertisement, candidates who previously applied may apply if they are still interested.

- CLOSING DATE** : 27 October 2023
- POST 37/220** : **DIRECTOR: ARTS DEVELOPMENT REF NO: DSAC58/2023**
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive package to be structured in accordance with the rules of Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : A Grade 12 certificate plus an appropriate bachelor's degree (NQF7) in Fine Arts/ Arts and Drama/Creative Arts or equivalent qualification, coupled with a minimum of five (5) years experience at an MMS/SMS level. The pre-entry certificate for the Senior Management Services (SMS) from the National School of Governance is compulsory prior to the appointment. Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license. Knowledge: Public Service Legislation and prescripts applicable to Government, including systems and procedures. Project Management principles. Knowledge of PFMA. Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.
- DUTIES** : Manage the proper development of non-performing/ visual arts and craft in KZN province. Ensure proper development of performing arts in KZN province. Manage and ensure the facilitation of business development and provision of administrative and secretariat support services. Manage and ensure the development, interpretations, and implementation of Visual and Performing Art policies. Manage the resources of the Arts Development Directorate. Manage the execution of compliance in terms of Departmental Mandates. Manage the secretariat services to EXCO, SMM and ESMM. Manage the development and implementation of policies. Manage the resources of the sub-directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS)
- ENQUIRIES** : Ms LBP Gwala: Tel No: (033) 264 3400
- APPLICATIONS** : Applications must be posted to: The Director, Human Resource Management and Development, KwaZulu-Natal Department of Sport, Arts and Culture, Private Bag X9140, Pietermaritzburg, 3200 or hand delivered to: Department of Sport, Arts and Culture, 171 Boshoff Street, Pietermaritzburg, 3200 or Highway House, 83-93 King Cetshwayo Highway, Mayville, 4058.
- FOR ATTENTION** : Mrs NIS Mbhele
- NOTE** : Directions to applicants: Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initiated 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. The requirements for appointment at the Senior Management Service level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela online course, endorsed by NSG. The course is available at the NSG under the name Certificate for entry into SMS and full details can be sourced by the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with DPSA Directive on the implementation of Competency Based Assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than one (1) post, please submit separate applications for each post that you apply for. NB: Please note that all the below posts are re- advertisement, candidates who previously applied may apply if they are still interested.

- CLOSING DATE** : 27 October 2023
- POST 37/221** : **DIRECTOR: HERITAGE RESEARCH AND MONITORING REF NO: DSAC59/2023**
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive package to be structured in accordance with the rules of Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : An appropriate bachelor's degree (NQF7) in Public Management/ Public Administration or equivalent qualification, coupled with a minimum of five (5) years experience at an MMS/SMS level. The pre-entry certificate for the Senior Management Services (SMS) from the National School of Governance is compulsory prior to the appointment. Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license. Knowledge: Public Service Legislation and prescripts applicable to Government, including systems and procedures. Public Policy analysis. Prominent research paradigms. Monitoring and evaluation and approaches, Heritage legislative framework. Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.
- DUTIES** : Manage the coordination of heritage policy agenda setting the identification of existing policy gaps in the industry. Manage the coordination of the drafting of relevant heritage policies, heritage acts and heritage regulations as well as monitoring of the implementation thereof. Manage the monitoring and evaluation of the most immediate outcomes of the heritage interventions on targeted communities. Supervise, develop, and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
- ENQUIRIES** : Dr V Shongwe Tel No: (033) 264 3400
- APPLICATIONS** : Applications must be posted to: The Director, Human Resource Management and Development, KwaZulu-Natal Department of Sport, Arts and Culture, Private Bag X9140, Pietermaritzburg, 3200 or hand delivered to: Department of Sport, Arts and Culture, 171 Boshoff Street, Pietermaritzburg, 3200 or Highway House, 83-93 King Cetshwayo Highway, Mayville, 4058.
- FOR ATTENTION** : Mrs NIS Mbhele.
- NOTE** : Directions to applicants: Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initiated 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. The requirements for appointment at the Senior Management Service level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela online course, endorsed by NSG. The course is available at the NSG under the name Certificate for entry into SMS and full details can be sourced by the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with DPSA Directive on the implementation of Competency Based Assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than one (1) post, please submit separate applications for each post that you apply for. NB: Please note that all the below posts are re- advertisement, candidates who previously applied may apply if they are still interested.

<u>CLOSING DATE</u>	:	27 October 2023
<u>POST 37/222</u>	:	<u>DIRECTOR: EXECUTIVE SUPPORT REF NO: DSAC 60/2023</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (an all-inclusive package to be structured in accordance with the rules of Senior Management Service)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	A Grade 12 certificate plus an appropriate bachelor's degree (NQF7) in Public Management or equivalent qualification, coupled with a minimum of five (5) years experience at an MMS/SMS level. The pre-entry certificate for the Senior Management Services (SMS) from the National School of Governance is compulsory prior to the appointment. Ability to work independently yet function optimally as part of a dynamic team. Valid code 8/EB driver's license. Knowledge: Public Service Legislation and prescripts applicable to Government, including systems and procedures. Labour Relations Act, PFMA, PGDP, Stakeholder Relations, Protocol Manual. Ability to work in a multi-disciplinary team. Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Computer Literacy (MS Word, Excel, Power Point, etc.). Good communication (written and verbal) skills.
<u>DUTIES</u>	:	Manage executive support to the HOD. Manage entity and institutional support. Manage the execution of compliance in terms of Departmental Mandates. Manage the secretariat services to EXCO, SMM and ESMM. Manage the development and implementation of policies. Manage the resources of the sub-directorate. Supervise, develop, and manage employees 'performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Ms NCP Mkhwane Tel No: (031) 242 1715
<u>APPLICATIONS</u>	:	Applications must be posted to: The Director, Human Resource Management and Development, KwaZulu-Natal Department of Sport, Arts and Culture, Private Bag X9140, Pietermaritzburg, 3200 or hand delivered to: Department of Sport, Arts and Culture, 171 Boshoff Street, Pietermaritzburg, 3200 or Highway House, 83-93 King Cetshwayo Highway, Mayville, 4058.
<u>FOR ATTENTION</u>	:	Mrs NIS Mbhele

NOTE

: Directions to applicants: Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initiated 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. The requirements for appointment at the Senior Management Service level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela online course, endorsed by NSG. The course is available at the NSG under the name Certificate for entry into SMS and full details can be sourced by the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with DPSA Directive on the implementation of Competency Based Assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than one (1) post, please submit separate applications for each post that you apply for. NB: Please note that all the below posts are re- advertisement, candidates who previously applied may apply if they are still interested.

CLOSING DATE

: 27 October 2023

DEPARTMENT OF TREASURY

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

OTHER POSTS

POST 37/223

: **DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING AND REPORTING REF NO: KZNPT 23/56**

SALARY

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

CENTRE

: KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS

: An NQF level 7 or higher qualification in Financial Accounting, Financial Management or related field. A minimum of 3 years' junior management experience in a financial reporting/accounting/management environment. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Extensive Understanding and working knowledge of GRAP standards used by local government. Standards for the Professional Practices of Internal Auditing, General Accepted Accounting principles. Extensive working knowledge of public sector, particularly local government sphere. Detailed knowledge of public sector financial management systems and relevant legislation/statutes, including Constitution (as amended), PFMA and Treasury Regulations. Municipal Finance Management Act (MFMA). Municipal Systems Act (and amendments), Municipal Structures Act, Local Government Transition Act, PSRF (Public Service Regulatory Framework), PFMA Regulations in respect of Supply

Chain Management). Provincial Procurement Act and Regulations Provincial Internal Audit Act. PGDS (Provincial Growth and Development Strategy). National Treasury guideline documents. regulations, gazettes, Performance Measurement systems – best practice and guidelines. Asset Management principles and respective legislation public finance management principles and practice. National and Provincial Practices Notes. Innovative thinking. Analytical thinking. Decisiveness. Leadership. Risk Management. Chairing meetings. Conflict Management. Problem-solving. analytical and numeracy. Advanced Verbal communication and presentation. Good interpersonal relations. Computer skills. Spreadsheets (MS Excel). word processing (MS Word). PowerPoint Presentations. Internet. Research and analysis. Report writing and general writing. Monitoring. follow up and forecasting. Project management. Budgeting. Change management. Analytical. Statistical and quantitative analysis. Financial management. Planning. People management. Strategic Planning and management. Training and mentoring staff. Co-ordinating activities of different service providers. Policy Analysis and Development. Negotiation Skills. and Stakeholder/ relationship management skills.

DUTIES : Coordinate the provision of support to municipalities regarding the compilation of Annual Financial Statements (AFS) in compliance with Generally Recognized Accounting Practice (GRAP) Standards. Coordinate the provisioning of financial management support to municipalities. Coordinate audit readiness and review for municipalities. Coordinate consultative support and liaison services with Stakeholders. Comply with the Implementation of policies. Management of resources of the Sub-directorate.

ENQUIRIES : Ms. K Pillay Tel No: (033) 897 4530

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

FOR ATTENTION : Ms S Dumisa

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

CLOSING DATE : 03 November 2023

POST 37/224 : **MUNICIPAL FINANCE ANALYST REF NO: KZNPT23/57**

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

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A NQF level 7 or higher qualification in Public Finance, Accounting or related field. A minimum of 3 years' junior management experience in the public finance / Treasury / External Auditing or related field. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Public Sector, particularly Local government sphere Detailed knowledge of: Public Sector Financial Management systems and relevant legislations/ statutes including: The constitution (as amended), Municipal Finance Management Act (MFMA). Municipal Budget and Reporting Regulations (MBRR), Public Finance Management Act (PFMA) and Treasury regulations. Municipal Systems Act (and amendments). Municipal Structures Act. Municipal Property Rates Act. Public Finance Service Regulatory Framework (PSRF). SCM Regulations. PFMA Regulations. Supply Chain Management. Provincial Procurement Act and Regulations. Provincial Internal Audit Act. PGDS (Provincial Growth and Development Strategy). National Treasury Guideline Documents & Circulars, In Year monitoring and National Treasury Returns, Performance measurements. Asset Management and

Asset Transfer Regulations. Generally Recognized Accounting Practice (GRAP) and any other applicable accounting standard used by local government. Computer skills. Proficiency in Spreadsheets (MS Excel). Word processing (MS Word) and PowerPoint and Use of internet, intranet, e-mail etc. Verbal communication and presentation skills. Good interpersonal relations. Research and analysis. Report writing and general writing skills. Problem-solving. Monitoring and forecasting. Project management. Budgeting and budgeting systems. Performance budgeting and strategic planning. Change management. Statistical and quantitative analysis. Financial Management. Supervisory. Time Management (Ability to work under pressure and meet tight deadlines). Source, extract, isolate and interpret information on the state of municipal finances skills.

DUTIES : Monitoring and guidance provided to municipalities on the preparation on an optimal and sustainable municipal budget. Monitoring, evaluating and reporting on the implementation of municipal budgets (In-year performance Reporting and Monitoring (IYM). Monitor the compliance by delegated municipalities with respect to the relevant sections of the MFMA. Division of Revenue Act (DoRA) and other applicable legislations and regulations. Provision of ad hoc support activities and assist on Treasury related project. Assist with the implementation of policies with respect to financial processes and framework in accordance with the MFMA and other applicable legislation and regulations.

ENQUIRIES : Mr A Soopal Tel No: (033) 897 4565
APPLICATIONS : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg, 3200.

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

CLOSING DATE : 03 November 2023

POST 37/225 **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: KZNPT23/55**

SALARY : R811 560 per annum, (all Inclusive package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A NQF level 7 or higher qualification in Financial Accounting/Business Management. A minimum of 3 years junior management experience in a financial management field or related field. Skills, Knowledge and Competencies: Basic Accounting Systems PERSAL, MTEF, budget process, PFMA, Treasury regulations, Supply Chain Management, Internal controls procedures, advanced MS office Applications. Numeric, mathematical accuracy. Analytical. Accounting. Leadership. Planning. organizational, management. computer literacy. policy Analysis/development. interpersonal relations. Presentation. problem-solving. verbal communication and report writing skills.

DUTIES : Oversee the management of departmental revenue and expenditure. Ensure the submission of various financial and strategic reports monthly quarterly and annual in terms of the PFMA and Treasury Regulations. Provide guidance to clients on transversal financial accounting issues. Ensure the development of financial accounting related policies and procedures and the implementation thereof. Ensure that all transversal audit queries within the subcomponent have been dealt with: Manage resources of the Sub-Directorate.

ENQUIRIES : Ms. R Gwala Tel No: (033) 897 0412

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

FOR ATTENTION : Ms S Dumisa

NOTE : The new Z83 form must be used effective 1st January 2021 and can be
downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied
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