

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 01 OF 2024

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### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

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

*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.*

**OTHER POSTS**

<b><u>POST 01/36</u></b>	:	<b><u>CLINICAL MANAGER: PAEDIATRICS (OSD) REF NO: MURCH 35/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R1 288 095.per annum (all-inclusive package) Other benefits: 22% rural allowance of basic salary and commuted overtime
<b><u>CENTRE</u></b>	:	Murchison Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / Standard 10 (Senior Certificate) pass MBChB or equivalent degree. A minimum of 6 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner, post Community Service or foreign workforce management programme (FWMP) (NB. approval from NDOH to register with HPCSA, plus Police Clearance and SAQA verification for foreign candidates). A minimum of 5 years work experience in a Paediatric Department. Current HPCSA registration. Valid Drivers' license. Knowledge, Skills and Competencies Required: Good knowledge of applicable legislation, regulations, national and provincial policies, including the Code of Conduct, PFMA and HPCSA regulations. Good knowledge of National and Provincial Paediatric and Neonatal guidelines and policies, including the Child Care Act. Good knowledge of National, Provincial and District norms and standards for relevant clinical results. Good interpersonal and communication skills. Good verbal and written communication. Computer Literacy. Strong leadership, organizational, operational and contingency planning skills. Independent decision-making and problem-solving skills. Conflict management. Medical/clinical skills. Analytical and creative thinking. Reporting and Administrative skills. Certification in appropriate Pediatric emergency training (PALS, KINC etc.) will be an added advantage.
<b><u>DUTIES</u></b>	:	Ensure effective comprehensive clinical service with respect to patient care at inpatients, outpatients and outreach levels. Briefing, informing, educating and counselling of patients/caregivers and appropriate relatives regarding diagnosis and management of patient. Member of multi-disciplinary team to manage emotional, social and physical aspects of the patient's disease (Holistic Care & Management). Prescribe and administer medicine and treatment including minor surgical procedures, as per STG. Ensure continuous service delivery. Manage an appropriate referral service to patients as per district policies. Ensure an effective administered clinical department. Effective education, training and research. Ensure the development and implementation of quality assurance programs in line with Provincial and National standards. Manage the implementation of quality assurance programs and NHQIP's, in accordance with NCS and IHRM standards. Manage the formulation, implementation and monitoring of the execution of policies and protocols at institutional level. Develop and implement operational plans and policies in line with the organisation's goals. Management and participation in commuted overtime. Participate in all clinical governance activities, including complaints management and reduction. Ensure good clinical record keeping and feedback on discharge. Ensure safe medical practices in the institution to reduce the risk of medical legal cases as well as medical-legal risk for patients. Manage the practical training of junior medical officers/medical students and other personnel. Assess ongoing staff and medical equipment needs. Maintain good interpersonal relationships with all the members of institution. Keep up to date with new developments in medical management.
<b><u>ENQUIRIES</u></b>	:	Dr S Lachman Tel No: 039 6877314 Ext 106
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: Chief Executive Officer, Private Bag X701, Portshepstone, 4240 or hand delivered to Human Resources Department Murchison Hospital
<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants 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 other relevant documents will be requested only from the shortlisted candidates, which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 21/2023. 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 the 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 representativity 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. The Employment Equity target for the post is African Males and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

<b><u>CLOSING DATE</u></b>	:	26 January 2023
<b><u>POST 01/37</u></b>	:	<b><u>MEDICAL SPECIALIST: (GRADE 1,2,3) REF NO: GS 96/23 (X1 POST)</u></b> Component: Obstetrics & Gynaecology
<b><u>SALARY</u></b>	:	Grade 1: R1 214 805 per annum Grade 2: R1 386 069 per annum Grade 3: R1 605 330 per annum All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
<b><u>CENTRE</u></b>	:	PMB Metropolitan Hospitals Complex: Greys Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) or equivalent. MBCHB / A qualification in Health Science: plus Current registration with the Health Professions Council of South Africa as a Specialist Obstetrician and Gynaecologist. <b>Grade 1:</b> Not applicable; Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. <b>Grade 2:</b> 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. <b>Grade 3:</b> 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Knowledge, Skills, Attributes and Abilities: Sound clinical knowledge and experience in Obstetrics and Gynaecology. Specialist Obstetrics and Gynaecology surgical skills. Colposcopy skills. Possess adequate skills to be able to carry out minimally invasive surgery in Gynaecology. Knowledge of Human Resource Management, Information Management and Quality Assurance Programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policies. Knowledge of medical ethics, Knowledge of budget control, epidemiology and statistics.
<b><u>DUTIES</u></b>	:	Participate in the delivery of 24-hour in and out-patient Obstetrics and Gynaecology service within the Pietermaritzburg Metropolitan Hospitals Complex. Participate in the delivery, supervision and support of Obstetrics and Gynaecology services within all hospitals in the Pietermaritzburg tertiary drainage area. Participate in the development and ongoing provision of under- and post post-graduate teaching of Obstetrics and Gynaecology in Pietermaritzburg. Assist the Head of Department by providing administrative assistance and in the development of clinical protocols, and its implementation. Assist with staff development, evaluation and progress reporting. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Conduct self-directed study to acquire knowledge and skills.
<b><u>ENQUIRIES</u></b>	:	PROF TD Naidoo Tel No: (033) 897 3292
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal

<b><u>NOTE</u></b>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. NB! Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. The Employment Equity Target for this post is African Male, and African Female.
<b><u>CLOSING DATE</u></b>	:	26 January 2024
<b><u>POST 01/38</u></b>	:	<b><u>MEDICAL SPECIALIST: (GRADE 1,2,3) REF NO: GS 97/23 (X1 POST)</u></b> Component: Internal Medicine
<b><u>SALARY</u></b>	:	Grade 1: R1 214 805 per annum Grade 2: R1 386 069 per annum Grade 3: R1 605 330 per annum All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Greys Hospital, Pietermaritzburg Senior Certificate (Grade 12) or equivalent. MBCHB or Equivalent. MMed MMed (Sci). Current registration with the Health Professions Council of South Africa as a Specialist in Internal Medicine. <b>Grade 1:</b> Not applicable; Registration with the HPCSA as a Medical Specialist in Internal Medicine. <b>Grade 2:</b> 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Internal Medicine. <b>Grade 3:</b> 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Internal Medicine. Recommendation: Experience or Interest in a medical subspecialty. Knowledge, Skills, Attributes and Abilities: Competent general medicals skills, appropriate for the level of a specialist in Internal Medicine; Ability and willingness to develop skills in various Internal Medicine subspecialties based on operational need and where possible, based on vocational interest. Ability and willingness to supervise and train junior staff, undergraduates, postgraduates, ancillary and nursing staff. Ability to apply public sector and health sector legislation, medical ethics and research ethics. Ability and willingness to participate in information management, quality assurance programmes, human resource management and financial and equipment management of relevant resources as appropriate to the post.
<b><u>DUTIES</u></b>	:	Incumbent to be based at Greys Hospital. Clinical Duties: Assist or manage subspecialty services when required. Where possible, vocational interest will be supported. Participate in the after-hours Internal Medicine service as required by operational needs. Perform outreach services in Area 2. Academic Duties - Supervision and training of undergraduates, postgraduates, interns, medical officers and allied health care personnel. This includes Outpatient clinics, ward rounds, clinical bedside and procedural teaching. Formal tutorials, lectures and assessments. Participation in the departmental academic and clinical meeting programs. Assisting with administration related to academic activities. Research supervision. Administrative and managerial responsibilities: Assist with departmental clinical service administration; Assist with departmental junior staff supervision and administration; Assist in the development of clinical protocols for the Internal Medicine service. Participate in departmental audits and quality assurance programs. Any other duties as assigned by the Head of Department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr M Bizaare Tel No: (033) 897 3290
<b><u>FOR ATTENTION NOTE</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 Mrs M Chandulal
	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. NB! Applicants are not required to submit copies of qualifications and other relevant documents on application

		but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. The Employment Equity Target for this post is: African Male, African Female
<b><u>CLOSING DATE</u></b>	:	26 January 2024
<b><u>POST 01/39</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR (GRADE 1) TRANSPLANT CO-ORDINATOR REF NO: GS 98/23</u></b> Component: Monitoring and Evaluation
<b><u>SALARY</u></b>	:	R497 193 plus 13 <sup>th</sup> cheque, medical aid (optional), home owners allowance, etc, (employee must meet the prescribed requirements).
<b><u>CENTRE</u></b>	:	Greys Hospital, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Grade 12 or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows with South African Nursing Council (SANC) as a Professional Nurse. Registration with South African Nursing Council as Professional Nurse. Current registration with SANC. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Recommendations: A valid code 08 driver's license. Computer Literacy (Word processing and spread sheet packages) plus a minimum of 2 years' experience as a Professional Nurse in Renal or Critical Care Nursing. Knowledge, Skills, Attributes and Abilities: High level of interpersonal relationship skills. High level of initiative and innovation. Good communication skills (written and verbal). Problem-solving and decision-making skills. Computer literacy in word processing and spreadsheet packages. Knowledge of legislative, current public service and health-related legislations and health policies. Knowledge of legislative framework and of the Human Tissue Act. Ability to formulate policies relating to organ donation and referrals. Function objectively in a highly emotional environment of dealing with potential donors. Must be able to make the different members of the team work towards the common goal of a successful donor transplant.
<b><u>DUTIES</u></b>	:	Identification, assessment and management of a potential cadaver donor. Coordinate and cross-cover with other transplant coordinators in the province. Coordinate and facilitate organ donation in the KZN province. Work and liaise with the transplant team at Inkosi Albert Luthuli Hospital complex. Coordinate and facilitate potential donors' workup procedures and processes which involve screening of donors for suitability and understanding. Promote and create awareness of organ donation. Co-ordinate activities of the different disciplines during organ procurement. Provide counselling to relatives/family of potential donors. After-hours clinical participation in all transplant-related activities in KZN province. Provide education to Trauma, Theatre, Critical Care, Out-patient and clinical staff on potential cadaver identification and referral. Support facility in the development and implementation of institutional policies, Standard Operating Procedures and protocols. Participate in Outreach programme and multidisciplinary meetings. Participate in internal and external assessments and inspections. Conduct regular audits of the transplant processes.
<b><u>ENQUIRIES</u></b>	:	Ms S Arends Tel No: (033) 897 3326
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private, Bag X9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal
<b><u>NOTE</u></b>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Only shortlisted candidates will be required to submit proof of all documents, a certificate of service endorsed by HR Department. NB! Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. The employment equity target for this post is: African male; white male, Indian male or coloured male.
<b><u>CLOSING DATE</u></b>	:	26 January 2024
<b><u>POST 01/40</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL-STREAM (NIGHT-DUTY) REF NO: UNTU 36/2023 (X2 POSTS)</u></b> Component: Nursing

<b><u>SALARY</u></b>	:	R497 193 - R536 220 per annum Other benefits: 13th cheque, medical aid (optional) 8% rural allowance housing allowance: employee must meet prescribed requirements.
<b><u>CENTRE</u></b>	:	Untunjambili Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Grade 12, Degree/ Diploma in general nursing and Midwifery. Current registration with SANC. (2023 Receipt). At least minimum of 7 years appropriate/recognizable experience as a Professional Nurse after registration. Applicants are not submitting copies/attachments/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Leadership, Management, planning, policies and procedures governing health care service delivery, especially the forensic unit. Knowledge of code of conduct, Labour Relations and related policies. Knowledge of nursing care processes and procedures. Knowledge of nursing statutes and relevant legal framework. Knowledge of Human Resource Policies. Operational Management co-ordination networking liaison skills. Good communication, interpersonal relations, problem-solving and conflict management skills. Planning management skills. Planning and organising report writing skills. People management and financial management skills.
<b><u>DUTIES</u></b>	:	Ensure adequate coverage and supervision of staff in all units to allow provision of adequate patient care in an efficient and effective manner. Facilitate and strengthen implementation of health service 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 acceptance of professional/clinical-ethical standards within the applicable legal framework. Participate and the implementation of norms and standards, National Health Priorities and quality improvement initiatives including national priority program Plans. Ensure a safe environment for both patients and staff at night. Identify staff and students 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 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 all night Services are coordinated.
<b><u>ENQUIRIES</u></b>	:	Ms IMF Buthelezi Tel No: (033) 444 1707
<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 or hand deliver or courier your application
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> 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 who are presently on the same salary level but on a notch/package above the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due to 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 a completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> 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 qualifications, 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.

<b><u>CLOSING DATE</u></b>	:	26 January 2024
<b><u>POST 01/41</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR (IPC) (GRADE 1) REF NO: UNTU 37/2023 (X1 POST)</u></b> Component: Monitoring & Evaluation
<b><u>SALARY</u></b>	:	R497 193 - R559 686 per annum Other benefits: 13th cheque, medical aid (optional) 8% rural allowance housing allowance: employee must meet prescribed requirements
<b><u>CENTRE</u></b>	:	Untunjambili Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Grade 12. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. A minimum of 7 years of appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. Current Registration with SANC as Professional Nurse and Midwife. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Recommendations: A valid Driver's License. Computer Literacy. Knowledge, Skills, Attributes and Abilities: Knowledge on applicable legislation such as Health Act, Nursing Act, Occupational Health and Safety Act and Waste Management Act. High level of verbal and written communication skills. Must have good interpersonal relations. Computer literacy in word processing and spreadsheet packages. Present Skills-assertive and diplomacy. High level of innovation and initiative.
<b><u>DUTIES</u></b>	:	Facilitate and oversee the development of an IPC operational plan to give strategic direction. Develop, implement, monitor and evaluate the Operational Plan and also provide feedback to Management. Ensure a functional infection prevention and control programme in the facility. Conduct IPC audits and monthly committee meetings and ensure a functional IPC committee. Develop a quality improvement plan, compile statistics and reports. Facilitate IPC surveillance of health care-associated infections. Conduct active and passive surveillance. Investigate potential outbreaks and report on healthcare-associated infections. Ensure that staff development and training take place. Develop an IPC orientation and induction plan. Compile training schedules. Observe disease outbreaks and conduct the necessary training. Analyse provincial imperatives with a view to develop and maintain institutional protocols and standards. Ensure that provincial guidelines are followed. Develop institutional Protocols. Ensure dissemination and adherence to institutional IPC protocols.
<b><u>ENQUIRIES</u></b>	:	Mrs NC Lushaba Tel No: (033) 444 1707
<b><u>APPLICATION</u></b>	:	Applications should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268, or hand deliver or courier your application
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> 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 who are presently on the same salary level but on a notch/package above the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due to departmental budgetary constraints. Management reserves the right to

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

<b><u>CLOSING DATE</u></b>	:	26 January 2024
<b><u>POST 01/42</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (HTA) REF NO: UNTU 34/2023</u></b> Re-advertised
<b><u>SALARY</u></b>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other benefits: 13th cheque, home owner's allowance (employee must meet prescribed requirements), medical aid (optional), and 8% rural allowance
<b><u>CENTRE</u></b>	:	Untunjambili Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate. Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Computer Literacy: MS Software. A Valid Driver's License code 08 or code 10. <b>Grade 1:</b> Grade 12 or Senior Certificate. A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. <b>Grade 2:</b> A Minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 10 years must be appropriate/ Recognizable experience after obtaining the one-year post-basic qualification in Primary Health Care. One Year Post Basic Qualification in Primary Health Care. Applicants are not submitting copies/attachments/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing Principles. Good interpersonal relationship skills and good listening skills Good communication and problem-solving skills. Coordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care-related policies.
<b><u>DUTIES</u></b>	:	Coordinating, overseeing and managing delivery of comprehensive PHC services in High Transmission Area sites focusing mainly on prevention, case finding, linkage and retention of Key Populations, to HIV, SIT'S and TB health services and thus assist with the acceleration of activities in order achieve 95 95 95 HAST goals. Conducting community dialogues and awareness campaigns. Participate in Operation Sukuma Sakhe initiatives. Ensure safe keeping and proper utilization of medical equipment and pharmaceutical and surgical stock. Participate in induction, training and monitoring of all support and nursing staff. Provide direct and indirect supervision and guidance to all support and nursing staff. Identification of high transmission areas for HIV, TB, STI's and other communicable diseases (TVET colleges, Truck stops, correctional services establishments, taverns, brothels, factories, farms and other areas with marginalized and vulnerable populations). Work with other governmental departments, civil society and other non-governmental organizations to address social determinants of health. Collaborate with other outreach teams. Assist with the implementation of differentiated models of care. Participate in new Operation Phuthuma approach nerve Centre meetings. Be willing to work flexi-hours and shifts in order to increase access of health services to key populations.
<b><u>ENQUIRIES</u></b>	:	Mr BL Hlongwane Tel No: (033) 444 1707
<b><u>APPLICATIONS</u></b>	:	Applications should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 or hand deliver or courier your application



<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> 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 <a href="http://www.gov.za">www.gov.za</a> 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.
<b><u>CLOSING DATE</u></b>	:	26 January 2024
<b><u>POST 01/43</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER REF NO: UNTU 35/2023</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other benefits: 13 <sup>th</sup> cheque heque, home owner's allowance (employee must meet prescribed) requirements), medical aid (optional) and 8% rural allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Untunjambili Hospital (Amandlalathi Clinic) (WBOT) Senior Certificate. Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Computer Literacy: MS Software. Valid Driver's License code 08 or 10. <b>Grade 1:</b> Grade 12 or Senior Certificate. A minimum of 4 years of appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. <b>Grade 2:</b> A Minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 10 years must be appropriate/ Recognizable experience after obtaining the one-year post-basic qualification in primary Health Care. One Year Post Basic Qualification in Primary Health Care. Applicants are not submitting copies/attachments/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing Principles. Good interpersonal relationship skills and good listening skills Good communication and problem-solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.
<b><u>DUTIES</u></b>	:	Conduct clinical training for staff members to rectify deviation from minimum standards as well as introducing the latest developments in health care service delivery. Conduct training of Home Based Care: DOTS and other community representatives and volunteers with the district. Develop and ensure implementation of nursing care plans. Assist Operational Managers to train

community members at outreach rallies to further the health practices to the community at large. Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy the audience. Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices. Participate in clinical records audits. Utilize human, material and pharmaceutical resources effectively and efficiently. Monitor client satisfaction by communicating with patients and relatives. Assist with the overall management and necessary support for the effective function of the unit. Provide a safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Motivating staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self-care. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and direct control of expenditure as an integral part of planning and organization. Demonstrate effective communication with patients, supervisors and other clinicians. Display a concern for patients, need and expectations according to Batho Pele Principles. Deputize the Operational Manager.

<b><u>ENQUIRIES</u></b>	:	Mrs NP Ngubane Tel No: (033) 444 1707
<b><u>APPLICATION</u></b>	:	Applications should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 or hand deliver or courier your application.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> 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. <b><u>NB:</u></b> 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 who 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 to 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 a completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> 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 qualifications, confirmation letter of relevant experience from supervisors on the 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. <b><u>NB</u></b> Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.
<b><u>CLOSING DATE</u></b>	:	26 January 2024
<b><u>POST 01/44</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALITY (ADVANCE MIDWIFERY) REF NO: QAD-01/2023 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other benefits: 13 <sup>th</sup> cheque Home owners allowance (employee must meet prescribed requirements, Medical Aid (Optional) and 8% rural allowance.
<b><u>CENTRE</u></b>	:	KZN Health Qadi Clinic.

<b><u>REQUIREMENTS</u></b>	:	Grade 12, Degree/Diploma in general nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. One year post basic qualification in Advanced Midwifery accredited with the SANC. Certificate of service endorsed by your Human Resource Department (only shortlisted candidates). Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal frameworks i.e. Nursing Acts, Mental Act OH& S Act, Labour Relations Act Batho Pele and patient right Charter. Good insight of procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Computer skills in basic programs.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional legal framework. Ensuring clinical nursing practice by the nursing team in accordance with the Scope of Practice and nursing standards as determined by the relevant health facility. Implement activities aimed at the improvement of women's health. Ensure high-quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMMA objectives, ESMOE, KINC, and Helping Babies Breathe (HBB) BBI. Identify high-risk clients during antenatal and post-natal periods, manage and refer accordingly. Ensure that other antenatal care programs i.e. BANC are implemented to enhance care to all pregnant women. Ensure implementation and integration of HAST programs in O&G departments within the facility. Ensure accurate and proper record-keeping for statistical purposes. Ensure adherence to the principles of infection prevention and control practices in the unit. Assess and identify the relationship between normal and physiological and specific systems, alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates. Able to identify, manage, assist medical officers and refer obstetric emergencies according to protocols and guidelines. Participate in training, monitoring and research with the view to increasing the body of knowledge in the midwifery practice. Assist in planning and coordinating training and promote learning opportunities for all nursing categories. Ensure compliance to qualify, IPC, Ideal CHC Hospital realization and maintenance (HRM) and norms and standards. Complete patient-related data, partake in PPIP and attend peri-natal meetings. Collate and analyze data before submitting to the next level. Promote, instil and maintain discipline, professionalism and work ethics among employees. Manage the utilization and supervision of resources. Demonstrate an in-depth understanding of legislation and related nursing practices and how this impact on service delivery. Maintain a constructive working relationship with multidisciplinary team members. Monitor and report patient and safety incidence and patient's complaints. Assist in orientation and mentoring of staff.
<b><u>ENQUIRIES</u></b>	:	Mr ST Mseleku (AMN) Tel No: (031) 519 0455
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080 or hand delivered to Human Resource Department, C 135 Umshado Road, Inanda, 4309
<b><u>NOTE</u></b>	:	Directions to candidates: The following documents must be submitted, Application for Employment form (Z83) which is obtainable at any Government Department or from the Website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> .(b) Updated comprehensive Curriculum Vitae stating any experience relevant to the Position. Certified copies of highest educational qualifications and other relevant documents will only be requested from the shortlisted candidates. Z 83 form must be completed fully that allows a selection committee to assess the quality of candidate based on the information provided on the form. Persons in possession of the foreign qualification will be required to bring an evaluation certificate from the South African Qualification Authority (SAQA) when shortlisted. The Post Reference Number must be indicated in the column provided on the form Z83 e.g. Pharm 02/2023. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply also African males are encouraged to apply. This department is an equal opportunity, affirmative action employer whose aim is to promote representation in all categories in the department. The appointment is subject to the positive outcome obtained from the following checks, (Security checks, Credits records, qualification, citizenship and previous experience verifications). Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to short-listed candidates only. If you do not hear from us within 3

**CLOSING DATE**

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months of the closing date, please accept that your application has been unsuccessful. African males are encouraged to apply, Applications must be submitted on or before the closing date 26 January 2024  
26 January 2024