



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 30 OF 2023
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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

- APPLICATIONS** : With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways: via the S'thesha Waya Waya - KZN Online recruitment portal at (<https://www.eservices.gov.za>), by emailing their Z83 and CV directly recruitment@comsafety.gov.za or by submitting paper copies of their Z83 and CV directly to the department to: The Head: Community Safety and Liaison, Human Resource Management, Private Bag, X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg. Applications may be forwarded by post.
- FOR ATTENTION** : Ms. S.S Ngcobo
- CLOSING DATE** : 08 September 2023
- NOTE** : Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.

OTHER POSTS

- POST 30/142** : **DISTRICT COORDINATOR REF NO: CSL35/2023**
- SALARY** : R958 824 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
- CENTRE REQUIREMENTS** : Amajuba District (Newcastle)
: A Degree or National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification with a minimum of 3 years junior management experience in the crime prevention environment. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Child Care Act, Labour Relations procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, National Youth Development Agency Act, 2008, Civilian Secretariat for Police Service Act,2011, Fleet management, Labour Relations Act,1995, Communication and protocol, Communication skills, Project management skills, Report writing skills, Computer Skills, Financial Management skills, Conflict Resolution skills.
- DUTIES** : To monitor and evaluate the performance of police stations and promote community partnerships within the districts. Develop an integrated, effective and efficient policing system for the district. Develop monitoring and evaluation mechanism of police performance in the district. Coordinate functional initiatives to allow for integrated police service delivery. Monitor indicators which measure the impact of policing in order to positively impact police practices in the district. Coordinate the management of crime prevention in the district. Ensure effective management of resources for the district.
- ENQUIRIES** : Dr L.M Zondi Tel No: (033) 341 9300
- POST 30/143** : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS AND SPECIAL PROJECTS REF NO: CSL36/2023**
- SALARY** : R811 560 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package)

and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

CENTRE REQUIREMENTS : Pietermaritzburg
: A Degree or National Diploma (NQF level 6) or higher Public Administration or relevant equivalent qualification with a minimum of 3 years junior management experience in. A valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have: - The Constitution of RSA, 1996, Public Service Act and Regulations, PFMA, South African Police Act,1995, HR systems including "PERSAL", National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, Civilian Secretariat for Police Service Act,2011, Labour Relations Act,1995, Communication and protocol, Communication skills, Project management skills in criminal justice, Report writing skills.

DUTIES : The successful candidate will be required to ensure implementation of protocol and coordination of intergovernmental relations and render inter-sectoral project management. Maintain good working relationships with National Departments, Provincial Departments, Local Government, NGOS, and CBOs. Provide institutional and strategic support to the Senior Manager with regard to Inter-governmental and inter-sectoral fora. Coordinate and implement special projects.

ENQUIRIES : Ms. X Diko Tel No: (033) 341 9300

POST 30/144 : **ASSISTANT DIRECTOR: HRD, HR PLANNING AND PERFORMANCE MANAGEMENT REF NO: CSL37/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pietermaritzburg
: A Degree or National Diploma (NQF level 6) or Human Resource Management or Human Resource Development or relevant equivalent qualification with a minimum of 3 years supervisory experience in. A valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of: - The Public Service Act and Regulations, HRD Strategy, Skills Development Act and other training related legislations, Provincial Growth and Development Strategy, PFMA, HR Systems including "PERSAL", Project Management, Communication skills, Report writing skills, Presentation skills, Facilitation skills.

DUTIES : The successful candidate will be required to implement HRD, Planning Strategy and Policies and Performance Management for the Department Coordinate the implementation of HRD Strategy and Policies. Develop and monitor the implementation of Workplace Skills Plan. Coordinate the implementation of EPMDs. Ensure the implementation of Human Resource Planning for the Department.

ENQUIRIES : Ms. F Mtetwa Tel No: (033) 341 9300

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

APPLICATIONS : To be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langelibalele Street, Pietermaritzburg. Applicants can also submit their Z83 and CV directly to the following email address [kznjobs@kzncogta.gov.za].

FOR ATTENTION CLOSING DATE NOTE : Mr LA Zulu
: 08 September, (Applications received after this date will not be accepted).
: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship,

qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

MANAGEMENT ECHELON

POST 30/145 : **CHIEF DIRECTOR: MONITORING & EVALUATION REF NO: 19/2023 (MESP)**
Business Unit: Monitoring Evaluation and Strategic Planning

SALARY : R1 371 558 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Monitoring and Evaluation/ Performance Management/ Public Management/ Public Administration or a related qualification coupled with 5 years' experience at senior management level in the monitoring and evaluation and/or reporting environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG) (SMS pre-entry certificate submitted prior to appointment). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge and an understanding of relevant legislation, Knowledge of Public Sector legislation, Knowledge of M & E methodologies and Project Management, Planning and strategic planning skills, Team development, decision making and problem solving skills, Financial management skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code driver's licence.

DUTIES : The successful candidate will be required to manage the business unit responsible for monitoring and evaluation to keep track of the performance of the Department, municipalities and traditional affairs in order to inform the Province of the skills gaps with the following responsibilities, Develop and coordinate monitoring and evaluation systems for all departmental programmes, Develop a framework for monitoring the Five Year Local Government Strategic Agenda, Manage reporting of M & E, Facilitate co-operative governance between all spheres of government, Render programme manager functions.

ENQUIRIES : Mr T Tubane Tel No: (033) 260 8047

POST 30/146 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: 137/2023 (CS)**
Chief Directorate: Corporate Services

SALARY : R1 371 558 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Public Administration/ Business Administration/ Management coupled with 5 years' experience at a senior managerial level within the corporate services environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG) (SMS pre-entry certificate submitted prior to appointment). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of Government prescripts (PFMA, Public Service Regulations, Public Service Act, Treasury Regulations, etc), Knowledge of policy analysis and interpretation, Knowledge of fleet management policies and ICT protocols and administration, Knowledge of monitoring and evaluation, Knowledge of project management and financial Management, Planning and organizing skills, Conflict resolution and time management skills, Team development and Project management skills, Decision making and problem solving skills, Management of finances and financial skills, Strategic planning and leadership skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid driver's license.

DUTIES : The successful candidate will be required to manage corporate services within the Department with the following key responsibilities: - Manage an Information and Communication Technology service within the department, Manage the development and implementation of strategies, policies, procedures, norms

and standards and toolkits within the sphere of work, Manage the resources of the Directorate.

ENQUIRIES : Mr T Tubane at Tel No: (033) 260 8047

POST 30/147 : **CHIEF DIRECTOR: MUNICIPAL ADMINISTRATION AND GOVERNANCE REF NO: 85/2023 (MAG)**
Chief Directorate: Municipal Administration and Governance

SALARY : R1 371 558 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Public Governance, Public Management, Public Administration, Law (LLB) coupled with 5 years' experience at a senior managerial level within the local government environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG) (SMS pre-entry certificate submitted prior to appointment). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of public service prescripts, Knowledge of relevant legislation & policies, Knowledge of Integrated approach to service delivery, Knowledge of Legal framework of Local Government, Knowledge of strategic management and planning, Knowledge of policy analysis and programme management, Knowledge of spatial planning and financial management, Understanding protocols of the clients, Good planning, organising, leadership skills, Team development and decision making skills, Networking and presentation skills, Community development and researching skills, Legal and conflict resolution and management skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid code driver's license.

DUTIES : The successful candidate will be required to manage and ensure proper municipal governance and administration by municipalities in the province with the following key responsibilities: - Manage the promotion and support of sound municipal administration, Promote and support good governance practices in municipalities, Manage, monitor and support municipal legal matters and ensure the application of the rule of law in municipalities, Manage and support municipalities in the fight against maladministration, fraud and corruption, Ensure the facilitation of synergistic partnerships between municipalities and traditional leadership. Render Programme Manager Functions.

ENQUIRIES : Mr M Khathide Tel No: (033) 3556482

POST 30/148 : **DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: 21/2023 (CS)**
Chief Directorate: Corporate Services
Directorate: Information and Communication Technology

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Informatics/ Computer Science/ Information Technology coupled with 5 years' experience at a middle management/senior management level in an information technology environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG) (SMS pre-entry certificate submitted prior to appointment). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of policy analysis, Knowledge of service level agreements, Knowledge of IT strategy development and project management, Knowledge of E-Government and enterprise architecture, Knowledge of systems development and IT service management, Knowledge of the PFMA, Planning, team development and decision making skills, Problem solving and financial management skills, Good communication skills (verbal & written), Computer literacy in MS Office and the MS environment, Sound knowledge of ICT frameworks (TOGAF, GWEA), A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to manage an information and communication technology support service to the Department with the following key responsibilities:- Manage the provision of IT related business solutions, Manage the operations pertaining to user support, system maintenance, performance and service level, Develop and manage the

		implementation of a governance model and IMST architecture, Define and manage all IT service agreements, Manage e-governance implementation within the department, Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Ms ZT Mtshali Tel No: (033) 260 8028
<u>POST 30/149</u>	:	<u>DIRECTOR: MONITORING REF NO: 139/2023 (MESP)</u> Business Unit: Monitoring Evaluation and Strategic Planning Directorate: Monitoring
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg The ideal candidate must be in a possession of a minimum Bachelor's Degree or NQF level 7 as recognized by SAQA in Monitoring and Evaluation or related field coupled with 5 years' experience at a middle managerial level in a monitoring environment SMS Pre-entry certificate as offered by the National School of Government (NSG) (SMS pre-entry certificate submitted prior to appointment). Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of understanding relevant local government legislations, Knowledge of project management, Knowledge of information management, Knowledge of monitoring and evaluation and implementation, Knowledge of strategic planning & management, Good planning skills, Team development skills, Decision making and problem solving skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.
<u>DUTIES</u>	:	The successful candidate will be required to provide support to the Department implementation and management of monitoring and reporting with the follow key responsibilities:- Ensure the timeous submission of quality progress reports across the Units of the Department, Facilitate information management; reporting and monitoring processes in the Department and facilitate co-ordination and alignment between all spheres of government, Provide assistance in ensuring validity and reliability of all data/ information reported in the quarterly progress reports and build capacity, Provide input to national and provincial policy and legislative processes as well as structures regarding monitoring of public sector policies; programmes and projects, Management of the units resources.
<u>ENQUIRIES</u>	:	Ms N Mshengu Tel No: (033) 260 8011
<u>POST 30/150</u>	:	<u>DIRECTOR: CDW'S REF NO: 86/2023 (CDWPP)</u> Chief Directorate: Community Development Workers and Public Participation Directorate: CDWSP & Rapid Response
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg The ideal candidate must be in a possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Social Sciences, Community Development or related field coupled with 5 years' experience at middle/ senior managerial level in local government and or related public service environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG) (SMS pre-entry certificate submitted prior to appointment). Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge and understanding of relevant legislations and policies, Knowledge of community development; Knowledge of financial management, Knowledge of community development work and programme management, Integrated approach to service delivery, Team development and decision making skills, Leadership and presentation skills, Planning, research and organising skills, Networking, communication and controlling skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.
<u>DUTIES</u>	:	The successful candidate will be required to facilitate the establishment, implementation and management of the CDW programme with the following key responsibilities: Develop and implement Provincial CDW Programme, Monitor and evaluate impact of CDW interventions, Promote synergistic functional relationship of the CDWP, Facilitate access to government services, Manage the implementation of the response mechanism to service delivery protests, Manage resources of the component
<u>ENQUIRIES</u>	:	Ms F Makhanya at Tel No: (033) 897 5605

POST 30/151 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 87/2023 (F)**
 Chief Directorate: Finance
 Directorate: Supply Chain Management

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Supply Chain Management/Finance field coupled with 5 years' experience at a middle management level within the supply chain management environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG) (SMS pre-entry certificate submitted prior to appointment). Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of policy analysis, Knowledge of project management and practice notes, Knowledge of financial management system and supply chain management, Knowledge of public finance management best practices and recognised accounting principles (GRAP), Knowledge of government processes, Planning and team development skills, Decision making and problem solving skills, Financial Management and budgeting systems skills, Analytical and management skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to provide integrated supply chain management services in the Department with the following key responsibilities: Administer procurement services within the Department, Manage asset management and logistical services, Manage the development and implementation of policies, frameworks and processes, Manage the resources of the Directorate.

ENQUIRIES : Ms Y Joyi Tel No: (033) 260 8036

OTHER POSTS

POST 30/152 : **CHIEF ENGINEER REF NO: 20/2023 (MID)**
 Chief Directorate: Municipal Infrastructure
 Directorate: Infrastructure Development

SALARY : R1 146 540 - R2 156 640 per annum, (OSD)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Civil Engineering coupled with 6 years post qualification experience as a registered professional engineer and a valid code 8 driving licence. Registration with ECSA as a Professional Engineer is compulsory. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of water services planning and development, Programme and project management, Knowledge of engineering, legal and operational compliance, Knowledge of operational communication, Process knowledge and skills, Maintenance skills and knowledge, Knowledge of engineering design and analysis, Knowledge of research and development, Knowledge of computer-aided engineering applications, Knowledge of mobile equipment operating skills, Ability to create a high performance culture, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, organising and strategic leadership skills, financial management and people management skills, Customer focus and responsiveness skills, Good communication and computer literacy skills.

DUTIES : The successful candidate will be required to perform all aspects of varied innovative and complex engineering and manage municipal infrastructure development programmes and projects with the following key responsibilities: Engineering design and analysis effectiveness, Maintain engineering operational effectiveness, Governance, Financial Management, People Management.

ENQUIRIES : Ms B Mgutshini Tel No: (033) 8975672

- POST 30/153** : **TOWN AND REGIONAL PLANNER REF NO: 60/2023 (MP)**
 Chief Directorate: Municipal Planning
 Directorate: Spatial Planning
- SALARY** : R687 879 – R1 035 084 per annum, (OSD)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree (NQF level 7) qualification as recognised by SAQA in Urban/ Town/ City and Regional Planning or a relevant qualification coupled with 3 years' post qualification professional experience in a Town and Regional Planning environment and a valid code 8 driver's licence. Registration with SACPLAN as a professional Town and Regional Planner is compulsory on appointment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of programme and project management, Knowledge of Town & Regional Planning principles and methodologies, Knowledge of research and development, Knowledge of computer-aided applications, Knowledge of creating a high performance culture, Knowledge of technical consulting and professional judgement, Decision-making and team leadership skills, Analytical and creativity skills, Self-management and financial management skills, Customer focus and responsiveness skills, Delegation and development of others skills, Planning, organising and execution skills, Ability to manage conflict, Problem-solving and analysis and insight skills, People management and change management skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to perform all aspects of varied innovative and complex Town and Regional Planning and facilitate municipal planning development programmes and projects with the following key responsibilities: Perform planning functions and activities in accordance with Town and Regional Planning principles in land development, Contribute towards Strategic Spatial Planning at provincial level (inclusive of co-ordination of planning activities between the 3 spheres of government and other stakeholders), Statutory planning and land use management (including providing support, capacity building and monitoring to Local Government), Office administration and Budget Planning, Research and development: keep up with new technologies and procedures, Manage the effective utilization of resources and Human Capital Development management, where required.
- ENQUIRIES** : Ms M Zungu Tel No: (033) 355 6459

DEPARTMENT OF HEALTH

OTHER POSTS

- POST 30/154** : **MANAGER – MEDICAL SERVICES REF NO: CLIN MAN MEDSERV/1/2023 (X1 POST)**
- SALARY** : Grade 1: R1 288 095 per annum, (all-inclusive package excluding commuted overtime)
CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : A tertiary qualification (MBCHB or equivalent), plus Current Registration as a Medical Practitioner, plus Full registration with the Health Professionals Council as a Medical Practitioner, plus A minimum of three (3) years appropriate experience after registration with HPCSA as a Medical Practitioner. Advantages: Minimum of Two (2) years' management experience will be an advantage. Public Medicine diploma or degree will be an advantage. Knowledge, Skills, Training and Competence 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. 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: 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 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, 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 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 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
APPLICATIONS**

: Dr L.P Mtshali (Senior Manager: Medical Services) Tel No: (031) 2401124
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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

: 08 September 2023

POST 30/155

: **CLINICAL MANAGER (MEDICAL GRADE 1) HAST REF NO: CJMH 21/2023 (X1 POST)**

SALARY

: R1 288 095 per annum. Other Benefits: Commuted Overtime, 22% Rural Allowance, Medical Aid (optional).13th Cheque, Housing Allowance (employee must meet the Prescribed requirements)

**CENTRE
REQUIREMENTS**

: Charles Johnson Memorial Hospital
 : MBCHB degree or equivalent. Current registration with HPCSA. Current registration certificate with HPCSA as medical Officer. At least (03) three years' experience as a medical practitioner with the HPCSA. Diploma in HIV / AIDS management. 3 years' experience in managing HIV/TB and STI. Only shortlisted candidates will be required to submit proof of experience/service certificate endorsed by HR department. Knowledge, Skills and Competencies General medicine and paediatrics with sound knowledge of HIV/AIDS management. Ability to work in in a multidisciplinary setting. Excellent communication skills and ability to teach and train staff. Flexibility. Ability to work and maintain meaningful relationships.

DUTIES : Provision of high quality and holistic HAST services. Provide clinical leadership to the HAST team. Provide medical support for the Nimart team. Develop policies and protocols in line with the national guidelines to improve the management of HIV and TB. Provide innovative preventative strategies to promote health. Train and mentor colleagues in the management and prevention of HIV/TB. Facilitate the provision of outreach services with the sub district. Compulsory overtime. Participate in academic programmes, clinical audits and quality improvement programmes as required for the national core standards. Ensure the provision of male medical circumcision in line with sub district targets. Act for medical manager when the need arises.

ENQUIRIES : Dr T.I.W Khumalo Tel No: (034) 271 6404

APPLICATIONS : All applications must be forwarded to: Human Resource Manager, The Chief Executive Officer, Charles Johnson Memorial Hospital, Private Bag X5503, Nqutu, 3135

NOTE : Due to financial constraints no S&T or relocation costs will be paid for attending interviews.

CLOSING DATE : 08 September 2023

POST 30/156 : **CLINICAL MANAGER (MEDICAL OBSTETRICS AND GYNAECOLOGY)**
REF NO: CJMH 20/2023

SALARY : R1 288 095 per annum. Other Benefits: (This inclusive package consist of 70% basic salary and 30% flexible Portion that can be structured in terms of applicable rules), Commuted Overtime plus 22% Rural allowance.

CENTRE : C. J. M. Hospital

REQUIREMENTS : Senior Certificate/Matric or Grade 12. MBCHB Degree or equivalent qualification. Current registration with HPCSA as a Medical Practitioner. At least 7 years' experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner, 3 of which must have been spent in a recognised O&G department of a regional hospital. Valid driver's license code EB. Only shortlisted candidates will be required to submit proof of experience/service certificate endorsed by HR department Knowledge, Skills, Training and Competences Required Knowledge of health legislation and policies at public institution. Excellent human, communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies. Sound knowledge of Obstetrics and Gynaecology. Computer literacy. Sound negotiation, planning, organizing, decision making and conflict management. Skills: Knowledge of training as an ESMOE trainer. Good team building and problem solver. Knowledge of medical disciplines and management skills. Knowledge and experience in District Health System.

DUTIES : Management of Obstetrics and Gynaecology inpatients. Provide the management support and supervision to all medical officers in Maternity ward and theatre. Support continuous professional development by information seminars and scheduling external meetings. Chair monthly perinatal and mortality in absence of the chairperson. Support medical manager in Clinical Governance meetings Participate in Clinical audits. To ensure provision of protocols and guidelines to doctors. Participate to quality improvement plans. Ensure continuous monitoring of perinatal and mortality meetings through clinical audits. Perform overtime when need arises. Provide an after hour emergency Obstetrics and Gynaecological services. Ensure the running Antenatal and Gynaecology outpatient clinic. Manage the work in labour ward and Theatre. Participate in Academic activities of the Department and teaching of junior staff. Contribute to the running of the obstetrics services in the community referral clinics. Work as a part of team providing district hospital based Obstetrics and Gynaecology services under consultant guidance. Support clinics referring to Obstetrics and Gynaecology department. Act for medical manager when necessary.

ENQUIRIES : Dr T.I.W Khumalo Tel No: (034) 271 6404

APPLICATIONS : All applications must be forwarded to: Human Resource Manager, The Chief Executive Officer, Charles Johnson Memorial Hospital, Private Bag X5503, Nqutu, 3135

NOTE : Due to financial constraints no S&T or relocation costs will be paid for attending interviews.

CLOSING DATE : 08 September 2023

<u>POST 30/157</u>	:	<u>CLINICAL MANAGER (O&G) REF NO: KDHC/14/2023 (X1 POST)</u> Component: Medical Services
<u>SALARY</u>	:	R1 288 095 – R1 427 352 per annum, plus benefits and 13 th Cheque and Medical Aid optional. Housing Allowance meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	King Dinuzulu Hospital Complex Senior Certificate/Matric or Grade 12 MBCHB Degree or equivalent qualification Current registration with HPCSA as a Medical Practitioner. At least 3-5 years' experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Minimum 2 year experience in clinical management in hospital settings. Valid driver's license code EB Recommendation A post graduate qualification in obstetrics and gynecology Dip. Obstr (SA) and ATLS/PALS. Knowledge, Skills, Training and Competences Required: Knowledge of Health legislation and policies at public institution Excellent communication and leadership skills Sound clinical knowledge and clinical skills Management of obstetrics emergencies Ability to develop policies and protocols Computer literacy Sound negotiation, planning, organising, decision making and conflict management skills Good team building and problem solver Knowledge of medical disciplines and management skills Knowledge and experience in District Health system.
<u>DUTIES</u>	:	Consultation, assessment, briefing, informing, education counselling and giving the appropriate prevention and treatment to patients and their family. Along with the emotional and social aspect of the patients disease. Arranging the outreach support to the patients and referral clinics. Clinical management of Inpatient/outpatients. Ensure safe medical practice in the institution to reduce the risk of medicolegal cases and manage the reports of medico legal cases. Managing the training, development, recruitment and performance management of the staff. Play a leading role in all clinical governance structures/committee, administration and management of the department. Promote and conduct research, Manage the formulation, implementation and monitoring of the policies and protocols at the institutional level. Along with the quality assurance programmes with good output. Provide overall sound management of the Obstetrics and Gynaecology Department Conduct regular departmental mortality and perinatal meetings Represent the hospital in the district perinatal meetings. Performance of Commuted overtime in the O&G department is compulsory.
<u>ENQUIRIES</u>	:	Dr T Mabesa: Senior Manager: Medical Services Tel No: (031) 242 6000 ext. 1181 / 6298
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Attention: Human Resource Registry Department - Rooms 38 and 39 – Basement, King Dinuzulu Hospital Complex P O Dormerton, 4000
<u>NOTE</u>	:	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). Directions to the candidates the following documents must be submitted: 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, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must 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. reference number KDHC 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interview. NB. No payment of S&T and resettlement expenditure.
<u>CLOSING DATE</u>	:	08 September 2023

<u>POST 30/158</u>	:	<u>PRINCIPAL REF NO: ADD CAMP 04/2023 (X1 POST)</u>
<u>SALARY</u>	:	PND5: R1 045 731 per annum, (an all-inclusive package). Other Benefits: Medical aid (Optional), Housing allowance.
<u>CENTRE REQUIREMENTS</u>	:	<p>Addington Campus</p> <p>Current registration (2023) with SANC as a General Nurse, Midwife/Accoucher Plus; Post -basic qualifications in Nursing Education and Nursing Administration/ Nursing Management/Health Service Management registered with the South African Nursing Council Plus; A minimum of 11 (eleven) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing Plus; At least 7 (seven) years of the above period must be recognizable experience in Nursing Education after obtaining post basic qualification in Nursing Education of which three (3) years must be relevant management experience in a Nursing Education Institution, In possession of an unendorsed valid RSA Driver's License. (Certificate required when shortlisted) Recommendation: One year Post Basic qualification – SANC regulation (R212), Masters' Degree in Nursing. Basic Computer Literacy (certificate required when shortlisted). Knowledge, Skills, Training and Competencies Required: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have excellent communication skills (written & verbal) and presentation skills. In depth knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation monitoring and evaluation. Sound conflict and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills.</p>
<u>DUTIES</u>	:	<p>Develops an integrated plan for all nurse training programmes in the Campus. Maintains all clinical records and reports of learners. Provides and manages all resources to facilitate learning and teaching. Maintains appropriate nursing standards based on current legislation and guidelines. Manages and controls the Campus Budget. Plans and implements theoretical and clinical instruction and evaluation of learners. Ensures control of discipline and deal with grievances in the Campus. Plans and implements student clinical accompaniment. Formulates and analyses policies and its enforcement. Monitors, evaluates and assesses Performance Management and Development of staff. Undertakes quality promotion programmes within the Campus. Develops reviews and implements the strategic plan of the Campus. Plans, facilitates and participates in Curriculum Development initiatives for the implementation of the New Nursing Qualifications. Plan, prepare and implement initiatives towards Campus accreditation for the New Nursing Programmes. Implement new nursing programmes. Liaises with relevant internal and external stakeholders on nursing education issues.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Dr. EN Hlongwa Tel No: (033) 940 4903</p> <p>Completed applications to be hand delivered to: Attention: The Registrar Academic, Addington Campus, 16 Erskine Terrace, South Beach, Durban, 4001, or Post: PO BOX 977, Durban, 4000</p>
<u>NOTE</u>	:	<p>Directions to candidates; The following documents must be submitted: Complete the most recent Z83 application form for employment obtainable from all Public Service Departments or from website – www.kznhealth.gov.za. The Z83 must be completed in full in a manner that allows a selection committee to assess the quality of the applicant. A detailed Curriculum Vitae (CV), The Reference number must be indicated in the column provided on the form Z83 e.g. ref number ADD CAMP 04/2023, Faxed and emailed applications will not be accepted. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed CV. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please Note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. 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 Education qualifications by SAQA, verification of previous experience for employers and verification from the Company Intellectual Property Commission (CIPC). It is the applicant's responsibility to have a foreign qualification, which is a</p>

		requirement of the post, evaluated by the South Africans Qualifications Authority (SAQA) and to provide proof of such evaluation on application when shortlisted. Failure to comply will result in the application not being considered. 08 September 2023
<u>CLOSING DATE</u>	:	
<u>POST 30/159</u>	:	<u>DEPUTY MANAGER NURSING REF NO: MAD 42/ 2023 (X1 POST)</u>
<u>SALARY</u>	:	R930 747 – R1 029 921 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Madadeni Provincial Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the S.A.N.C. (2023 Receipt). Recommendation: Degree / Diploma in Nursing Administration. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho-Pele Principles, etc. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management. Knowledge of HR and Financial policies and practices such as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures. Basic financial management skills. Demonstrate an in depth understanding of Nursing Legislation and related legal and ethical Nursing practices. Computer literacy.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of strategic goals and objectives. Support and promote relevant research. Lead change in the Nursing. Delegate, Supervise and coordinate the provision of effective efficient quality of care. Ensure the promotion of nursing ethos and professionalism. Manage and utilize resources in accordance with relevant directives and legislation. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Ensure the implementation of nursing care management activities according to the standards of Practice and Scope of Practice. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Represent Nursing Department in the Senior Management Team. Ensure effective management, supervision and utilization of human and material resources. Deal with disciplinary and grievance matters. Participate in implementation and adherence to National Core Standards and Ideal Clinic Realisation and Maintenance programme.
<u>ENQUIRIES</u>	:	Mrs H.S.L Khanyi Tel No: (034) 328 8257
<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 01/2023. 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.

<u>CLOSING DATE</u>	:	15 September 2023
<u>POST 30/160</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: CBH27/2023</u>
<u>SALARY</u>	:	R906 540 - R975 738 per annum. Other Benefits: Commuted Overtime, Rural Allowance (18% of basic salary), 13 th cheque and Medical aid (optional).
<u>CENTRE</u>	:	Catherine Booth Hospital
<u>REQUIREMENTS</u>	:	Matric certificate. An MBChB degree or equivalent qualification. Current registration with the HPCSA as a Medical Practitioner or FWMP approval from NDOH to register with HPCSA. Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service; Applicants in possession of foreign qualifications only shortlisted candidates will submit proof of an evaluation certificate from the South African Qualification Authority (SAQA). Priority will be applied to incumbent that is available immediately in order to maintain clinical services. ESMOE, ATLS, PALS, and ACLS. Diploma in Anesthesia (DA) Other relevant CMSA diplomas: Dip PEC (SA), DCH, Dip Obs. Anesthetic work experience in a large regional or tertiary hospital. Sound knowledge of clinical (medical and surgical) skills associated within the practice of a District Level hospital, e.g. Caesarian sections and spinal anesthetics, circumcisions, etc. Knowledge and skills in, inter alia, General Medicine including management of HIV/AIDS and TB, General Surgery, Paediatrics and Obstetrics & Gynecology. Good communication and interpersonal skills. Teaching and supervision of junior doctors. Knowledge of MDR-TB. Knowledge of all applicable legislation.
<u>DUTIES</u>	:	Clinical and administrative duties. Perform commuted overtime. Implement quality standards and practices and treatment protocols so as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in OPD/casualty, wards and clinics. Diagnosing and facilitating referrals to higher level of care. Perform certain emergency procedures and administer anesthesia. Facilitation of staff training and ongoing medical education. Manage patients in the MDR-TB unit.
<u>ENQUIRIES</u>	:	Dr. S M Diudla (Acting Medical Manager) Tel No: (035) 474 8407/8/9
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.
<u>NOTE</u>	:	The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, a Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
<u>CLOSING DATE</u>	:	08 September 2023
<u>POST 30/161</u>	:	<u>PHARMACIST REF NO: CBH28/2023</u>
<u>SALARY</u>	:	Grade 1: R768 489 - R814 437 per annum Grade 2: R830 751 – R880 521 per annum Other Benefits: 13th cheque, 12% rural allowance, Medical aid (optional).
<u>CENTRE</u>	:	Catherine Booth Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Matric Certificate. Bachelor of Pharmacy (B. Pharm Degree) or equivalent qualification accredited by South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. Registration with the SAPC as a Pharmacist. Current registration with the South African

Pharmacy Council (SAPC 2023). Current and previous experience endorsed and stamped by Human Resource (Employment History). All attachments/proof will be submitted by shortlisted candidate only. **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 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 service as required in South Africa. **Grade 2:** Five (5) years post registration experience after registration as a Pharmacist. Foreign qualifications, are not required to perform community service as required in South Africa, must have six (6) years' experience.

DUTIES : Provision of pharmaceutical care for patients at the hospital, evaluation of patient medicine related needs by determining the indication, safety and effectiveness of the prescribed therapy. Dispensing of medicines or scheduled substances as prescribed according to hospital Standard Operating Procedures. Furnishing of information and advice to any person with regards to the safe and effective use of the medicine. Determining compliance of therapy and necessarily follow up to ensure the patient's medicine related needs are met. Comply with Standard Operating Procedures and statutory regulations (GPP, GMP and PFMA). Provide comprehensive patient counselling and liaise with clinicians to ensure best therapeutic outcomes. Monitor patient treatment adherence and appropriate use of chronic medicines. Stock control, handling and storage. Consulting with Medical Officers to ensure compliance to Standard Treatment Guidelines and EML. Providing in-service training, promoting rational and safe use of medicines and monitoring availability of essential medicines. Supervising of Pharmacist Assistant and Interns. Promote Public Health, Quality, Priorities and Batho Pele Principles. Perform all duties within the scope of practice of Pharmacist. Evaluate and manage staff performance and development within your area. Ensure that Section 21 medicine procedures are adhered to by health professionals and Schedule 5 and 6 registers are well maintained and balanced.

ENQUIRIES APPLICATIONS : Mr. CE Ojo Tel No: (035) 474 8407/8/9
 : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.

NOTE : The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, a reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.

CLOSING DATE : 08 September 2023

POST 30/162 : **PHARMACIST GRADE 1, 2 OR 3 REF NO: EGUM 28/2023 (X1 POST)**
 Component: Medical
 Re-advertised - applicants that previously applied must re-apply

SALARY Grade 1: R768 489 - R814 437 per annum, all- inclusive packages
 Grade 2: R830 751 – R880 521 per annum, all- inclusive packages
 Grade 3: R906 540 – R961 614 per annum, all- inclusive packages

CENTRE REQUIREMENTS : E.G. & Usher Memorial Hospital: Kokstad
 : **Grade 1:** South African qualified persons, registration with the South African Pharmacy Council after Community Service has been completed. Foreign qualification a One (1) year relevant experience after registration as Pharmacist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community

service, as required in South Africa. **Grade 2:** Five (5) years post registration experience as Pharmacist. Six (6) years relevant experience after registration as 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. **Grade 3:** Thirteen (13) years post registration experience as Pharmacist. Eleven (11) 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 suitable to manual Transmission vehicles Experience on the different Modules of RxSolution Conversational proficiency in Zulu / Xhosa Experience in CCMDD Service within multidisciplinary teams such as Antimicrobial Stewardship Team, Pharmacy and Therapeutics Committee, or affiliated sub-committees Conversant with current guidelines relating to HIV/Aids and TB inclusive of Multi Drug Resistant TB Basic IT troubleshooting. Other Benefits: Rural Allowance (12%) Minimum Requirements for the post for all Grades: Matric/ Grade 12 or Senior certificate Bachelor of Pharmacy (B. Pharm Degree) or equivalent qualification accredited by the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as Pharmacist. Proof of current registration with the South African Pharmacy Council (SAPC 2023), all the attachments / proof will be submitted by shortlisted candidates only. Current and previous experience endorsed and stamped by Human Resource (Employment History). Candidates are encouraged to submit full detailed curriculum vitae and completed Z83 application form only. All the attachments / proof will be submitted by shortlisted candidates only. Knowledge, Skills, Training and Competencies Required: Management of staff, Knowledge of the items pertaining to pharmacy within the OHSC and SAPC audit structures, Knowledge of the Acts and policies pertaining to Pharmacy inclusive of Good Pharmacy Practice, Standard Treatment Guidelines and Essential Medicines List, Public Finance Management Act among others. Experience in all aspects of Drug Supply Management Appropriate clinical and theoretical knowledge. Good communication skills, leadership and decision making qualities. Sound planning, Organizational and Administrative skills as regards completing various required statistics, drafting of SOP's, and creating QIP's Proficiency in Microsoft Office Software.

DUTIES

: The provision of pharmaceutical care for patients at the hospital Evaluation of the patient medicine-related needs by determining the indication, safety, and effectiveness of the prescribed therapy. Dispensing of medicines or scheduled substance as prescribed according to hospital Standard Operating Procedures. Furnishing of information and advice to any person with regards to the safe and effective use of the medicine. Determining compliance of therapy and necessarily follow up to ensure the patients medicine-related needs are met. Assist with the formulation and implementation of Standard operating Procedures as applicable to Pharmaceutical structures that meet the various audit requirements and are in line with National, Provincial and District policies and recommendations. Comply with standard operating procedures, OHSC, SAPC, and Ideal hospital norms and standards, and statutory regulations (eg. GPP, GMP and PFMA). Provide support in the compilation of the various reports and statistics as need Provide comprehensive patient counselling and liaise with clinicians to ensure best therapeutic outcomes. Monitor patient treatment adherence and appropriate use of chronic medicines Stock control and correct handling and storage medicines consulting with Medical Officers to ensure compliance to standard treatment guidelines and EML providing in-service training, promoting the rational and safe use of medicines and monitoring availability to essential medicines. Supervising of Pharmacists Assistants and Interns Promote Public Health, Quality, Priorities and Batho Pele Principles. Ensure safekeeping of pharmaceuticals, implementing measures to prevent fruitless and wasteful expenditure. Deputize for the senior pharmacists. Perform all duties within the scope of practice of a pharmacist. Evaluate and manage staff performance and development within your area. Ensure that section 21 medicine procedures are adhered to by health professionals and schedule 5 and 6 registers are balanced and maintained. Conduct service assessments and implement quality improvement plans. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES

: Mr. S Bull Tel No: (039) 797 8100

- APPLICATIONS** : Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
- FOR ATTENTION NOTE** : Human Resource Department
: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed with experience Curriculum Vitae. In addition, only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, no S&T will be paid to candidates when attending the interviews.
- CLOSING DATE** : 08 September 2023 at 16H00 afternoon
- POST 30/163** : **ASSISTANT MANAGER NURSING: OUTPATIENT/TRIAGING/HAST/TRAUMA&OPERATING THEATRE REF NO: MGMH34/2023**
- SALARY** : Grade 1: R683 838 – R767 184 per annum. Plus 13th cheque, Medical Aid Subsidy (optional) and home owners allowance (subject to meeting prescribed requirements).
- CENTRE REQUIREMENTS** : Mahatma Gandhi Memorial Hospital
: Senior Certificate/Grade 12. Diploma/Degree in General Nursing and Midwifery. Plus 1 year post basic qualification in critical care / trauma /Operating Theatre technique. A minimum of 10 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the one year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing act, Health act, Occupational Health and Safety Act, Patients right charter, Batho Pele principles etc. Knowledge and understanding of legislative framework governing the Public Service, knowledge of HR and Financial Policies and Practices such as skills development Act, Public Service regulations, Labour Relations Act. Good communication skills. Co-ordination and liaison and networking skills. Report writing and facilitation skills. Leadership skills. Problem solving and negotiation skills. Planning and organizing skills. Computer Literacy.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and

comprehensive information on health care. Develop/ establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter sectorial and multidisciplinary team work). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure all nurses are licensed to practice. Deal with grievances, labour relations issues in terms of the policies / procedures laid down i.e. manage workplace discipline. Monitor and ensure proper utilization of financial and physical resources. Implement and monitor EPMS and PSI Policies. Monitor and manage Human Resources. Monitor the implementation of National core standards. Improve data management as well as management of all relevant programmes.

- ENQUIRIES** : Mr GTD Mthethwa Tel No: (031) 502 1719, ext. 2015
- APPLICATIONS** : Please forward application quoting the reference number to the Human Resource Office, Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4300 or Hand Delivered can be submitted to Human Resources.
- FOR ATTENTION** : Mr E.S Gwala
- NOTE** : The following documents must be submitted: Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the website-www.kznhealth.gov.za. Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants 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 from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. MGMH/01/2023. Faxed / emailed applications will not be considered. N.B: failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful. People with disability should feel free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.
- CLOSING DATE** : 15 September 2023
- POST 30/164** : **OPERATIONAL MANAGER - PSYCHIATRIC UNIT SPECIALTY REF NO: KDHC/11/2023 (X1 POST)**
Component: Nursing Management
- SALARY** : R627 474 – R703 752 per annum. Plus benefits and 13th cheque and Medical Aid optional. Housing Allowance meet prescribed requirements.
- CENTRE** : King Dinuzulu Hospital Complex
- REQUIREMENTS** : Standard 10 certificate/Grade 12 Diploma / Degree in Nursing Science Current registration with South African Nursing Council as Professional Nurse Diploma in Post Basic specialty: Post-Basic Psychiatric Nursing Science (Advanced Psychiatric Nursing Science) Minimum of 9 years appropriate / recognizable experience as a Professional Nurse At least 5 years of the period referred above must be experience after obtaining Post Basic qualification in the specialty and Current registration with SANC (2023 receipt) Knowledge, Skills And Competencies 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, conflict management skills Planning and organizing, report writing skills People management and financial management skills.
- DUTIES** : Co-ordination of optimal holistic specialized nursing care provided within set standards and a professional / legal framework. Manage effectively the utilization and supervision of human, financial, physical and material resources and services. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services Maintain professional growth/ethical standards and self-development. To supervise patient care, staff performance and ensure smooth functioning of the unit. To partake in overall specialized unit functions, Team Building Participate in the analysis,

formulation and implementation of nursing guidelines practice standards and procedures Maintain constructive working relationships with nursing and other stakeholders i.e. inter-professional and inter-sectoral and multi-disciplinary team work.

- ENQUIRIES** : Mrs HN Mchunu Tel No: (031) 242 6000
- APPLICATIONS** : All applications should be forwarded to: Attention: Human Resource Registry Department - Rooms 38 and 39 – Basement, King Dinuzulu Hospital Complex, P O Dormerton, 4000.
- NOTE** : 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. Directions to the candidates: The following documents must be submitted: 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, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must 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. reference number KDHC 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interview. NB: No Payment of S & T and resettlement expenditure.
- CLOSING DATE** : 08 September 2023
- POST 30/165** : **OPERATIONAL MANAGER SPECIALTY (GRADE 1) REF NO: KDHC/12/2023 (X1 POST)**
(Paediatrics)
Component: Nursing Management
- SALARY** : R627 474 – R703 752 per annum. Plus benefits and 13th cheque and Medical Aid optional. Housing Allowance meet prescribed requirements.
- CENTRE** : King Dinuzulu Hospital Complex
- REQUIREMENTS** : Standard 10 certificate/Grade 12 Diploma / Degree in Nursing Science Current registration with South African Nursing Council as Professional Nurse 2023. Diploma In Post Basic specialty: Post-Basic Specialty Nurse Course in child Nursing Science. Minimum of 9 years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred above must be appropriate/recognizable experience after obtaining the one year Post Basic qualification in Specialty. Knowledge, Skills and Competencies: 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, conflict management skills. Planning and organizing, report writing skills. People management and financial management skills.
- DUTIES** : Co-ordination of optimal holistic specialized nursing care provided within set standards and a professional / legal framework Manage effectively the utilization and supervision of human, financial, physical and material resources and services Co-ordination of the provision of effective training and research Provision of effective support to nursing services Maintain professional growth/ethical standards and self-development To relieve with duties of the supervisor To partake in overall specialized unit functions, Team Building Participate in the analysis, formulation and implementation of nursing guidelines practice standards and procedures Maintain constructive working relationships with nursing and other stakeholders i.e. inter-professional and inter-sectoral and multi-disciplinary team work.

- ENQUIRIES APPLICATIONS** : Dr Z F Dlamini: Nursing Manager Tel No: (031) 271 1267
 : All applications should be forwarded to: Attention: Human Resource Registry Department - Rooms 38 and 39 – Basement, King Dinuzulu Hospital Complex, P O Dormerton, 4000.
- NOTE** : 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. Directions to the candidates: The following documents must be submitted: 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, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must 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. reference number KDHC 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interview. NB. No payment of S & T and resettlement expenditure.
- CLOSING DATE** : 08 September 2023
- POST 30/166** : **ASSISTANT DIRECTOR PHYSIOTHERAPY REF NO: BETH 33/2023**
- SALARY** : Grade 1: R578 367 per annum. 13th Cheque, Medical aid (optional), housing Allowance (employee must meet the prescribed requirements) plus 17% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : Bethesda District Hospital - (Kwa Zulu - Natal)
 : Grade 12 / Senior Certificate. An appropriate qualification that allow registration with HPCSA as a Physiotherapist. A minimum of five (05) years relevant experience after registration with HPCSA in respect of South African qualified employees of which three (03) years must be at supervisory level. Current registration with the HPCSA (2023) as a Physiotherapist. Knowledge, Skills Training and Competencies Required: Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedure. Human Resource and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of competency in high quality diagnostic and therapeutic Physiotherapy service. Sound knowledge of the application of clinical Physiotherapy theory, practices and ethics. Ability to function under pressure and provide psychosocial rehabilitation service to Mental Health Care Users.
- DUTIES** : Execute all physiotherapy management duties, functions and responsibilities to the best of ability and within all applicable legislation. Manage all the hospital multi-disciplinary rehabilitation team. Provide a consultative physiotherapy and rehabilitation services to health professionals and patients. Develop protocols to ensure that physiotherapy and rehabilitation services comply with occupational health and safety. To solve complex professional and management problems and policy issues by exercising sound judgment on the best possible outcome. Manage the allocated budget and implement the financial management system for the rehabilitation department. Maintain the optimal utilisation of human resources in the rehabilitation department. Provide expert advice and guidance on the selection and purchase of rehabilitation equipment whilst ensuring quality cost effectiveness. Provide clinical training to physiotherapy students from tertiary institutions. Respond to the priorities of transformation within rehabilitation department.
- ENQUIRIES** : Dr T.C Ngwenya Tel No: (035) 595 3106

- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital Ubombo Main Road. Email address: BethesdaHospital.JobApp@kznhealth.gov.za
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
- CLOSING DATE** : 08 September 2023
- POST 30/167** : **CHIEF PHYSIOTHERAPY REF NO: BETH 31/2023**
- SALARY** : Grade 1: R520 785.per annum. 13th Cheque, Medical aid (optional), housing Allowance (employee must meet the prescribed requirements) plus 17% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : Bethesda District Hospital - (Kwa Zulu - Natal)
Grade 1: Grade 12 / Senior Certificate. An appropriate qualification that allow registration with HPCSA as a Physiotherapist. A minimum of 3 years relevant experience after registration with HPCSA as a physiotherapist. Current registration with the HPCSA (2023) as a Physiotherapist. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal skills. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solving and apply analytical processes to patient care. Supervisory skills for junior and students.
- DUTIES** : Execute all physiotherapy supervisory duties, functions and responsibilities to the best of ability and within all applicable legislation. Provide a consultative physiotherapy and rehabilitation services to health professionals and patients. Assist in developing protocols to ensure that physiotherapy and rehabilitation services comply with occupational health and safety. To solve complex professional problems and policy issues by exercising sound judgment on the best possible outcome. Maintain the optimal utilisation of human resources in the rehabilitation department. Assist in providing advice and guidance on the selection and purchase of rehabilitation equipment whilst ensuring quality cost effectiveness. Provide clinical training to physiotherapy students from tertiary institutions. Respond to the priorities of transformation within rehabilitation department.
- ENQUIRIES APPLICATIONS** : Dr T.C Ngwenya Tel No: (035) 595 3106
 : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital, Ubombo Main Road. Email address: BethesdaHospital.JobApp@kznhealth.gov.za
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the

interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). 08 September 2023

CLOSING DATE

:

POST 30/168

:

OPERATIONAL MANAGER NURSING (GENERAL STREAM): INTERNAL MEDICINE: GRADE 1 REF NO: HRM 65/2023 (X1 POST)

SALARY

:

R497 193 - R559 686 per annum, (including benefits)

CENTRE

:

King Edward VIII Hospital complex

REQUIREMENTS

:

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, 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: 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 institution policy framework, Financial and budgetary knowledge pertaining to the nursing care, Knowledge of policy directives informing HAST Programs in the department, Good Interpersonal relations including negotiating, conflict handling, counselling and disciplinary skills, Basic computer skills.

DUTIES

:

Promote, facilitate and monitor implementation of quality health care delivery, Supervise and ensure the provision of an efficient patient care through adequate nursing care, Manage all resources within the unit effectively and efficiently to ensure optimal service delivery, Ensure implementation of PMDS, Participate in all initiatives with the aim of achieving quality service provision, Maintain professional growth, ethical standards and self-development, Ensure that the units comply with the National Core Standards and Ideal Hospital Realization Program to meet the needs and the demands of clients, Provide a safe therapeutic and hygienic environment as laid down by the applicable prescripts, Promote and monitor IP&CS strategies in the units, Demonstrate an understanding of Human Resource and Financial Management practices and procedures, Ensure Quality Data Management and utilization.

ENQUIRIES

:

Ms. P. Govender Tel No: (031) 360 3026

APPLICATIONS

:

All applications can either be submitted via email to twiggy.garib@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin, 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)
<u>CLOSING DATE</u>	:	08 September 2023
<u>POST 30/169</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: KDHC/10/2023 (X3 POSTS)</u> Component: Nursing
<u>SALARY</u>	:	Grade 1: R497 193 – R559 686 per annum. Other Benefits: 13 Cheque, Medical Aid optional. Housing Allowance (Employee to meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	King Dinuzulu Hospital Complex Standard 10 certificate/Grade 12 Diploma/Degree in General Nursing Science Current Registration with the South African Nursing Council as a Professional Nurse. At least minimum of 7 years' experience appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Current registration receipt with S.A.N.C. 2023 Knowledge, Skills and Competencies: 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 Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Planning and organizing, report writing skills Computer skills in basic programme.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care adequate nursing care. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies and procedures. Manage and monitor proper utilization of human, financial, physical and material resources. Develop/establish and maintain constructive working relationships with nursing and the multi-disciplinary team. Management of complaints and patient safety incidents. Reporting of patient safety incidents and immediate investigation and ensure documentation. Maintain professional growth/ethical standards and self-development. Provide day services for quarantine/isolation facilities. Provide adequate support to nursing services and assist with relief duties of the Supervisor. Manage 72 hour observation ward for mental health care users.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. HN Mchunu Tel No: (031) 242 6028/242 6036 All applications should be forwarded to: Attention: Human Resource Registry Department - Rooms 38 and 39 – Basement King Dinuzulu Hospital Complex, P O Dormerton, 4000
<u>NOTE</u>	:	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. Directions to the candidates: The following documents must be submitted: 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, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must 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. reference number KDHC 05/2023. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interview. NB. No payment of S & T and resettlement expenditure.
<u>CLOSING DATE</u>	:	08 September 2023

POST 30/170 : **OPERATIONAL MANAGER NURSING: GENERAL STREAM (NIGHT DUTY)**
REF NO: MGMH35/2023

SALARY : Grade 1: R497 193 – R559 686 per annum. Plus 13th cheque, Medical Aid Subsidy (optional) and home owner's allowance (subject to meeting prescribed requirements).

CENTRE REQUIREMENTS : Mahatma Gandhi Memorial Hospital
: Standard 10 (grade 12) certificate. Degree/Diploma in General nursing science. Registration with the South African Nursing Council (SANC) as a General Nurse and Midwife. A minimum of 7 years of appropriate recognizable nursing experience after registration as 'Professional Nurse' with the South African Nursing Council (SANC) in General nursing. Diploma/ Degree in nursing management. At least 3 years of experience in a supervisor's capacity will be an advantage and Basic Computer literacy is recommended. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem-solving skills. Knowledge of Code of Conduct and Labour Relations. Ability to function well within a team. Conflict management and negotiation skills. Decision making and problem-solving skills. Ability to write good report. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patients' Rights Charter.

DUTIES : Ability to provide professional leadership in night duty supervisory services. Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources eg. human, financial, material etc. Implementation and management of Infection Prevention and Control protocols. Maintain accurate and complete patient records. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele. Participate in performance reviews i.e. EPMDS. Participate and ensure implementation of National Core Standards, Ideal Hospital Realization Framework, National Health Priorities, Quality Improvement initiatives including national priority program plans.

ENQUIRIES APPLICATIONS : Mr GTD Mthethwa Tel No: (031) 502 1719 ext. 2015
: Please forward application quoting the reference number to the Human Resource Office, Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4300 or Hand Delivered can be submitted to Human Resources.

FOR ATTENTION NOTE : Mr E.S Gwala
: The following documents must be submitted: Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the webside-www.kznhealth.gov.za. Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants 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 from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. MGMH/01/2023. Faxed / emailed applications will not be considered. N.B: failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful. People with disability should feel free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the

department. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.
15 September 2023

CLOSING DATE

POST 30/171

CLINICAL PROGRAM COORDINATOR: QUALITY ASSURANCE REF NO: CL 11/2023 (X1 POST)
(Re-advertised: applicants that previously applied must re-apply)

SALARY

CENTRE

REQUIREMENTS

R497 193 per annum
Clairwood Hospital
Senior Certificate – Grade 12, Diploma / Degree in General Nursing, Registration Certificate with SANC as a Professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC as a General Nurse. Current SANC Receipt. Recommendations: Computer certificate and Driver's license. Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Acts, Rules and Regulations. Knowledge of Nursing Care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication skills, verbal and written. Good leadership, interpersonal, problem solving, conflict management, decision making, coordinating, negotiation and facilitation skills. Knowledge and experience in implementation of Batho Pele Principals, Patient Right Charter, Code of Conduct and Labour Relations. Knowledge of National Core Standards and other relevant public service programmes.

DUTIES

Develop and implement Quality Assurance Programme, guidelines, protocols, norms and standards. Develop and implement Quality Assurance Operational Plan and participate in the development of Institutional Plan. Coordinator and facilitate the development of the institutional Quality Improvement Programme and monitor progress on implementation. Maintain and sustain norms, standard and good governance in clinical and non-clinical areas. Promote and facilitate the implementation of guidelines, standard operating procedures and policies. Review and evaluate patients medical records in line with the ideal Clinic and Regulated Norms and Standards. Facilitate Clinical audits and ensure implementation of action plans on identified gaps. Facilitate monitoring and timeous reporting of adverse events (Patients Safety Incidents) and ensure implementation of recommendations / action plans for the gaps identified. Monitor public relation activities (waiting time surveys, patient experience of care surveys and complaints management) Ensure effective communication on matters pertaining to quality. Attend and give input at different committee meetings on Quality related issues. Consult / advise facility on Quality matters. Attend facility relevant workshops and in-service training and give feedback to relevant staff members. Provide in-service training on relevant quality issues. Improve compliance to Regulated Norms and Standards. Ensure that institutional Regulated Norms and Standards self-assessments are conducted in all departments. Compile reports on Regulated Norms and Standards together with Clinical Governance Committee and submit to management team and all supervisors. Facilitate the development of Quality improvement plans for identified gaps. Monitor implementation of Quality improvement plans from Regulated Norms and Standards assessments on quarterly basis through Quality Assurance random departmental rounds and progress reports. Participate in District and Peer Review Regulated Norms and Standards assessments. Ensure timeous submission of monthly and quarterly reports to Management and or District Office. Conduct survey to all priority programmes within the institution and satellite clinics.

ENQUIRIES

APPLICATIONS

Mr. T.G Mbanjwa Tel No: (031) 451 5176
Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060.

NOTE

The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in the column provided on the form

Z83. Application for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of educational qualifications by SAQA, verification of previous experience from employers and verification from the Company Intellectual Property Commission (CIPC)

- CLOSING DATE** : 08 September 2023 before 3:00pm
- POST 30/172** : **OPERATIONAL MANAGER GENERAL (HAST) REF NO: CJMH 19/2022 (X1 POST)**
- SALARY** : R464 466 per annum. Other Benefits: Medical Aid (optional). 13th Cheque, Housing Allowance (Employee must meet the prescribed requirements) plus 1 2% Rural allowance
- CENTRE REQUIREMENTS** : Charles Johnson Memorial Hospital
: Senior certificate (Grade 12) or equivalent qualification. Degree/Diploma in General nursing that allows registration with SANC as a Professional Nurse. Certificate of registration as a professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. Only shortlisted candidates will be required to submit proof of experience/service certificate endorsed by HR department. Recommendation: NMART Trained. Knowledge, Skills Training and Competencies Required: Through knowledge of nursing care process and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act and Patients' Rights Charter. Batho Pele principles etc. Operational Management skills. Ability to interact with diverse stakeholders and health care users and givers, Good communication skills. Report writing skills, Coordination skills, Liaison skills, Networking, Problem solving skills. Information Management, Planning and Organizing skills, Computer literacy skills.
- DUTIES** : Monitor Health care programme with reference to HIV/AIDS, S'TI'S and ensure HIV/AIDS care service within the facility and its clinics. Manage and monitor proper utilization of human, financial and physical 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 evaluation. Maintain constructive working relationship with nursing plan and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork.) Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients.
- ENQUIRIES APPLICATIONS** : Mrs. T. P. Ndlovu Tel No: (034) 271 6405
: All application should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu, Private Bag X5503, Nqutu, 3135
- FOR ATTENTION NOTE** : Human Resource Manager
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the

envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 08 September 2023
- POST 30/173** : **DIAGNOSTIC RADIOGRAPHER (ULTRASOUND) GRADE 1,2 & 3: REF NO: HRM 64/2023 (X2 POSTS)**
Directorate: Radiology
- SALARY** : Grade 1: R444 741 – R506 016 per annum
Grade 2: R520 785 - R595 251 per annum
Grade 3: R612 642 – R658 482 per annum
- CENTRE** : King Edward VIII Hospital
- REQUIREMENTS** : **Grade 1:** None after registration with HPCSA as an Ultrasound Radiographer
Grade 2: A minimum of 10 year’s relevant experience after registration with HPCSA as an Ultrasound Radiographer **Grade 3:** A minimum of 20 years relevant experience after registration with HPCSA as an Ultrasound Radiographer Matric/ Senior Certificate or equivalent qualification Plus, National Diploma or Bachelor Degree in Ultrasound, Registration with HPCSA as Ultrasound Radiographer (Independent Practice) and current registration with HPCSA as Diagnostic Radiographer (2023/2024). Recommendation: Computer literacy, Sound Knowledge of safety/ protection regulations, Experience in performing high risk Obstetric and anomaly scans, Paediatrics scans, Paediatrics scans as well as reporting on difficult pathology. Knowledge, Skills, Training and Competencies Required: Sound knowledge of ultrasound procedures and equipment use also trouble shooting. Excellent knowledge of high risk obstetrics and gynaecology, general ultrasound and small parts protocols, sound report writing and administrative skills, knowledge of relevant Health and Safety Acts and Infection Control measures, Good communication, interpersonal relations and problem solving skills, good interpersonal relationship, Clinical competency procedures, knowledge of Quality Assurance procedures and methods, Basic supervisory skills.
- DUTIES** : Participate in institutional ultrasound policy making and planning for service delivery, Provide a high quality ultrasound service in keeping with Woman and Child status of the hospital: Gynaecological scans with complicated pathology, Paediatrics and detailed Obstetrics anomaly scans, Promote Batho Pele in execution of all duties for effective service delivery, Inspect and use equipment professionally to ensure that they comply with safety standards, Ensure the implementation of quality assurance and improvement programs, Develop protocols to ensure that ultrasound services comply with HPCSA legislation, Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in working environment, Provide assistance, supervision and training to junior staff and students, Promote team work in the department, Provide professional advice on ultrasound related matters.
- ENQUIRIES** : NNP Dlamini Tel No: (031) 360 3410
- APPLICATIONS** : applications must be addressed to the Human Resources Manager, and all hand delivered applications should be placed in the red application box situated next to the ATM in the Admin Building or email. Khayelihle.mbongwe@kznhealth.gov.za
- 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, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of

applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

- CLOSING DATE** : 08 September 2023
- POST 30/174** : **PROFESSIONAL NURSE (SPEC) – THEATRE REF NO: BETH 40/2023**
- SALARY** : Grade 1: R431 265 per annum, (all –inclusive package)
Grade 2: R528 696 per annum, (all –inclusive package)
13th Cheque, 12% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : Bethesda District Hospital - (Kwa Zulu - Natal)
: **Grade 1:** Matric Certificate. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 4 years appropriate/ recognizable experience after registration as Professional Nurse with SANC in General Nursing. Post Basic qualification in Operating Theatre Nursing Science. Current Registration with SANC as a General Nurse and Operating Theatre Nursing Science **Grade 2:** Matric Certificate. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. 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 Operating Theatre Nursing experience after obtaining a one year post basic qualification in Operating Theatre Nursing. Post Basic qualification in Operating Theatre Nursing. Current Registration with SANC as a General Nurse and Operating Theatre Nursing Science. Knowledge, Skills Training and Competencies Required: Understanding the Nursing legislation. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles, Patients Right's Charter and code of conduct. Team building and diversity Management skills.
- DUTIES** : Implementation and knowledge of National Core Standards. Render an optimal holistic specialized nursing care provided within the set standards. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Develop competencies in pre-operative care, reception area, scrubbing, circulating, recovery room and post –operative care. Maintain accurate complete patient's records. Develop and implement strategies for infection control and prevention for the unit. Assist the unit manager with overall management and support for effective functioning of the unit. Assist and supervise in CSSD. Promote good working relationship between staff and patients. Participate in after-hours theatre calls. Ensure that equipment and machinery is available and functional at all times. Monitor the blood fridge and ensure the availability of emergency blood. Report and record patient safety incidences, challenges and deficiencies within the unit. Ensure safe environment to achieve desired outcomes of surgical interventions.
- ENQUIRIES APPLICATIONS** : Ms. NL Myeni (AMN) Tel No: (035) 595 3100
: 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. Email address: BethesdaHospital.JobApp@kznhealth.gov.za
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the

interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)

CLOSING DATE

:

08 September 2023

POST 30/175

:

PROFESSIONAL NURSE SPECIALTY (PAEDIATRIC WARD) REF NO: CBH29/2023

SALARY

:

R431 265 – R497 193 per annum. Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owner's allowance (employee must meet a prescribed requirements)

CENTRE REQUIREMENTS

:

Catherine Booth Hospital
Standard 10/Grade 12 certificate. Degree/ Diploma in General nursing and Midwifery registered with SANC. A post basic one year specialized qualification in Paediatric Nursing Science. 4 years' experience in nursing after registration with SANC as General Nurse. Current SANC Annual practicing certificate. Knowledge of SANC rules and regulations. Knowledge of nursing procedures, relevant acts and policies. Knowledge of Batho Pele and Patient's Rights Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem solving skills. Basic financial management.

DUTIES

:

Manage child health services as per policies/protocols/ rules and regulation of the DOH and SANC. Provide in service training to all midwives allocated in Paediatric ward and POPD area. Manage staff and patient care in the absence of an Operational Manager Nursing. Demonstrate procedure to staff with the aim of capacitating them. Provide reports and QIPs as required by DOH standards. Participate in the planning for all ward activities and equipment. Manage all complications in the absence of the doctor and report. Ensure all policies and SOP's of the unit are updated. Ensure all protocols and guidelines are available and known by the staff. Maintain ethics and professionalism.

ENQUIRIES APPLICATIONS

:

Mrs. P.Z. Mbonambi (Assistant Manager Nursing) Tel No: (035) 474 8407
All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehllwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.

NOTE

:

The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, a reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.

CLOSING DATE

:

08 September 2023

POST 30/176

:

PROFESSIONAL NURSE SPECIALTY- OCCUPATIONAL HEALTH NURSE REF NO: EGUM 23/2023

Re-advertised, applicants that previously applied must re-apply

SALARY

:

Grade 1: R431 265 – R497 193 per annum
Grade 2: R 528 696 – R645 720 per annum
Plus: 13th Cheque / service bonus, Home owners allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: E G & Usher Memorial Hospital
:
Professional Nurse **Grade 1** (Specialty Nursing) Senior Certificate (Grade 12). Degree /Diploma in General nursing and Midwifery Plus 1 (one) year post basic qualification in Occupational Health A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC. Current registration with SANC as a General Nurse, and Occupational Health. A post basic qualification in Occupational Health with duration of at least 1 year, accredited with the South African Nursing Council. Current and previous experience endorsed and stamped by Human Resource (Employment History). Candidates are encouraged to submit full detailed curriculum vitae and completed Z83 application form only. All the attachments / proof will be submitted by shortlisted candidates only. Professional Nurse **Grade 2** (Specialty Nursing) Senior Certificate (Grade 12). Degree /Diploma in General nursing and Midwifery Plus 1 (one) year post basic qualification in Occupational Health A minimum of 14 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in Occupational Health. Current registration with SANC as a General Nurse and Midwifery. A post basic qualification in Occupational Health with duration of at least 1 year, accredited with the South African Nursing Council. Current and previous experience endorsed and stamped by Human Resource (Employment History). Candidates are encouraged to submit fully detailed curriculum vitae and full completed Z83 application form only. All the attachments /proof will be submitted by shortlisted candidates only. Knowledge, Skills, Training and Competencies Required: Sound knowledge of Occupational Health & Safety Act no.85/1993, compensation for occupational injuries & Disease Act no. 130/1993 and other Public Service regulations Clinical & administrative knowledge in the field of Occupational Health nursing. Strong interpersonal, communication, and presentation skills Ability to make independent decision and adhere. Knowledge of infection prevention and control policies and risk management. Ability to uphold high level of confidentiality Computer skills in basic programs.

DUTIES

: Advice provide support and assistance to ensure optimal health status for all employees in the institution and clinic Roll out occupational health programmes for hospital and clinics Conduct medical surveillance programme to all employees Execute all duties. Functions and responsibilities in compliance with occupational health and safety act 85 of 1993 and other relevant legislation Compile and submit occupational health statistics and report to the supervisor Render an optimal, holistic, specialized nursing care to employee, maintain accurate staff records and submit reports to relevant stakeholders Advocate for proper health care treatment and willingness to respond to employee needs, requirements and expectation Ensure the unit complies with infection prevention and control as well as occupational health and safety policies Maintain accreditation standard by ensuring compliance with national norms and standards Develop quality improvement plans, strategic plans , policies and procedures for the units Ensure that baseline medical surveillance, periodical and exit medical examinations are offered to all eligible employee Orientate, train and develop staff on occupational health matters within the sub-district.

**ENQUIRIES
APPLICATIONS**

: Mrs. O Mbangatha Tel No: (039) 797 8100
:
Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION
NOTE**

: Human Resource Department
:
The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed with experience Curriculum Vitae. In addition, only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your

application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, no S&T will be paid to candidates when attending the interviews.

- CLOSING DATE** : 08 September 2023 @ 16H00 afternoon
- POST 30/177** : **PROFESSIONAL NURSE SPECIALTY (OPHTHALMOLOGY) REF NO: EGUM 29/2023 (X1 POST)**
Re-advertised, applicants that previously applied must re-apply
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – 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)
- CENTRE REQUIREMENTS** : E.G. & Usher Memorial Hospital
: Senior certificate / Grade 12 certificate or equivalent Diploma / Degree in General nursing and Ophthalmological Nursing1 (One) year post basic qualification accredited by SANC. Registration Certificates from South African Nursing Council as Professional Nurse and Ophthalmology. Proof of current registration with South African Nursing Council as a General Nurse and Ophthalmology (SANC Receipt for 2023). Current and previous experience endorsed and stamped by Human Resource (Employment History) on when shortlisted. **Grade 1:** A minimum of (4) years appropriate recognisable experience in nursing after registration with SANC in General nursing and Ophthalmology. **Grade 2:** A Minimum of (14) years appropriate recognisable experience in nursing after registration with SANC in General nursing, and Ophthalmology. At least (10) years of the period mentioned above must be recognisable experience in the specific speciality, after obtaining the one year post basic qualification in the relevant speciality. 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 render special Ophthalmology service needed, screening, diagnosing, treatment and referral for further care. Implementation of Comprehensive eye care services to attain quality patient care. Triaging of health problems according to prescribed norms and standards. Create and maintain a complete and accurate nursing record for individual health care user. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safely. Maintain a constructive working relationship with members of the multidisciplinary health team and other stakeholders. Utilize human, material and financial resources efficiently and effectively. Participate in health promotion and illness prevention initiatives. Disseminate information on epidemics, nutritional disease, maternal and infant morbidity and mortality and other common diseases. Communicate with the multidisciplinary health teams, organizations and special interest groups when dealing with community health issues and needs. Report and communicate on the continuity of care to the caregivers and members of the health team.

**ENQUIRIES
APPLICATIONS**

: Mr MJ Mbali Tel No: (039) 797 8100
: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

**FOR ATTENTION
NOTE**

: Human Resource Department
: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed with experience Curriculum Vitae. In addition, only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, no S&T will be paid to candidates when attending the interviews.

CLOSING DATE

: 08 September 2023 @ 16H00 afternoon

POST 30/178

: **PROFESSIONAL NURSE: SPECIALTY STREAM – NEONATAL / ICU / PAEDIATRICS REF NO: MGMH36/2023 (X2 POSTS)**

SALARY

: Grade 1: R431 265 – R497 193 per annum, Plus 13th cheque, Medical Aid Subsidy (optional) and home owner's allowance (subject to meeting prescribed requirements).
Grade 2: R528 696 – R645 720 per annum, Plus 13th cheque, Medical Aid Subsidy (optional) and home owner's allowance (subject to meeting prescribed requirements).

**CENTRE
REQUIREMENTS**

: Mahatma Gandhi Memorial Hospital
: Senior certificate / Grade 12. Basic R425 qualification i.e. Degree or Diploma in nursing qualification that allows registration with SANC as a Professional Nurse plus. A post basic nursing qualification (Critical care nursing science / Child nursing Science or Advanced midwifery) with a duration of at least 1 year accredited with the SANC in one of the specialities referred to above. Current registration with SANC as a General Nurse and Midwife and Post basic –critical care nursing science / Child nursing science or Advanced Midwife 2023. Plus **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and midwifery. A post basic nursing qualification (Critical Care nursing science / Child nursing science or Advanced midwifery) with a duration of at least 1 year accredited with the SANC in one of the specialities referred to above. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining 1 year post basic qualification in Critical care nursing science / Child Nursing science or Advanced Midwifery. Knowledge, Skills, Training and

Competencies Required: Knowledge of nursing care and processes and procedures. Basic knowledge of public service regulations. Disciplinary code human resources policies, hospital generic and specific policies. Leadership and supervisory skills. Team building and cross-cultural awareness. Good communication and interpersonal skills.

DUTIES

: Provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner. Assist in planning / organising and monitoring of the objective of the specialised unit in consultation with subordinates. Provide direct and indirect supervision of all nursing staff /housekeeping staff and give guidance. Execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. Participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patient's rights principles. Provide safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete patients' 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, Finance and material. Implementation and management of infection control and prevention protocols. Maintain clinical, professional and ethical standards. Assist with performance review i.e. EPMDS.

ENQUIRIES

: Mr GTD Mthethwa Tel No: (031) 502 1719 ext. 2015

APPLICATIONS

: Please forward application quoting the reference number to the Human Resource Office, Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4300 or Hand Delivered can be submitted to Human Resources. Mr E.S Gwala

FOR ATTENTION NOTES

: The following documents must be submitted: Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the webside-www.kznhealth.gov.za. Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants 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 from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. MGMH/01/2023. Faxed / emailed applications will not be considered. N.B: failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful. People with disability should feel free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.

CLOSING DATE

: 15 September 2023

POST 30/179

: **CLINICAL NURSE PRACTITIONER-(GRADE 1, 2) REF NO: INA CNP 03//2023 (X2 POSTS)**

SALARY

: Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE REQUIREMENTS

: KZN Health Inanda C CHC
Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health Assessment, Treatment and Care Accredited by SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Recommendations: A valid

Driver's Licence (Code 08/ Code 10), Computer Literacy. Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills.

DUTIES

: Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, Provide administrative services such as compiling accurate statistics for evaluation and future planning, identifying need for financial planning and direct control of expenditure as integral part of planning and organisation. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Ensure that Batho-Pele Principles and patient rights are implemented. Ensuring proper utilisation and safe keeping of basic medical equipment. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Ensure implementation of Primary Health Care re-engineering. Ensure implementation of National Core Standards/Regulated Norms and Standards. Ensure patient care through the utilisation Primary Health Care indicators. Ensure monitoring of the facility targets for programs in the facility. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Strengthen and ensure implementation of Ideal clinic strategies.

ENQUIRIES

: Mrs. TC Mbatha (AMN) Tel No: (031) 519 0455

APPLICATIONS

: Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080.

NOTE

: Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – www.kznhealth.gov.za. 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 shortlisted candidate. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CNP 01/2021. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date please regard your application as being unsuccessful. The appointment is subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Note: Non-RSA Citizens/ Permanent Residents, Work permit holders will be required to submit their relevant qualifications when they are shortlisted. NB: African Males are encouraged to apply.

CLOSING DATE

: 08 September 2023

POST 30/180

: **CLINICAL NURSE PRACTITIONER – HIGH TRANSMISSION AREAS REF NO: UMP 38/2023**

SALARY

: Grade 1: R431 265 – R497 193 per annum
Grade2: R528 696 – R645 720 per annum

CENTRE

: Umphumulo Hospital

REQUIREMENTS

: Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), accredited with the South African Nursing Council. Current (2023) council receipt (if shortlisted). A valid code C1 driver's licence. **Grade 1:** A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience in primary health care after obtaining the post basic qualification of Clinical Nursing Science, Health

Assessment, Treatment and Care (PHC), Proof of current and previous experience endorsed by the HR department – (if shortlisted). Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

DUTIES : Co-ordinate, oversee and manage delivery of comprehensive primary health care services focusing mainly prevention, case finding, linkage and retention of Key Populations to HIV and TB health services and thus assist the acceleration of activities in order to achieve 95 95 95 HAST goals. Conduct community dialogues and awareness campaign. Participate in Operation Sukuma Sakhe initiatives. Ensure safe keeping and proper utilization of basic medical equipment, pharmaceutical and surgical stock. Identify 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 organisations to address social determinants of health Collaborate with other outreach teams. Assist with implementation of differentiated models of care. Work flexi hours and shifts in order to increase access of health services to key populations.

ENQUIRIES : Ms. G. F. Madi Tel No: (032) 481 4191
APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo, 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION : Mr S. M. Naidoo
NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof 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. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 15 September 2023

POST 30/181 : **CLINICAL NURSE PRACTITIONER (X5 POSTS)**

SALARY : Grade 1: R431 265 - R497 193 per annum
 Grade 2: R 528 696 - R645 720 per annum
 Other Benefits: 13th Cheque, 8% Rural Allowance Medical Aid (optional), Home owner allowance (subject to meeting prescribed requirements)

CENTRE : St Chads CHC
 St Chads CHC (Casualty and Flue Clinic) Ref No: STC 16/2023
 St Chads CHC (Mother and Child) Ref No: STC 17/2023
 St Chads CHC (MOU and Antenatal) Ref No: STC 18/2023
 St Chads CHC (Chronic Department) Ref No: STC 19/2023

REQUIREMENTS : **Grade 1:** Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. A minimum of 4 years

appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. **Grade 2:** Senior certificate or Grade 12. Degree/ Diploma in General Nursing Science and midwifery. Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with a duration of at least one (1) year. Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023). A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in general nursing, of which 10 years must be appropriate/ recognizable experience after obtaining the one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care. Certificate of service endorsed by Human Resource Department is required (only when shortlisted). Knowledge, Skill, and Training and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of legislative framework and departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial acts and national acts policies. Knowledge of sound Nursing care delivery approaches. Basic financial management skills and conflict management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision making. Ability to provide mentoring and coaching. Have leadership and supervisory skills, report writing and time management skills.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Mr. SI Siyaya Tel No: (036) 637 9600
 : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni, 3381.

**FOR ATTENTION
NOTE**

: Mr S.D.Mdletshe
 : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for employment from effective 01/02/2021, which is obtainable at any government department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

CLOSING DATE

: 08 September 2023

POST 30/182 : **PROFESSIONAL NURSE (SPECIALTY) CRITICAL CARE (ICU) REF NO: MAD 37/2023 (X3 POSTS)**
EE Target (African Male)

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

CENTRE REQUIREMENTS : Madadeni Provincial Hospital
: **Grade 1:** Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. One (1) year post basic qualification in Critical Care Nursing Science. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2** Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A one (1) year post basic qualification in Critical Care 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 after obtaining post basic qualification in Critical Care Nursing Science. Knowledge, Skills 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.

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 Core 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. Participate in staff development using EPMDS System and other work related programmes and training.

ENQUIRIES APPLICATIONS : Mrs. 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
: 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 01/2023. 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 : 15 September 2023

<u>POST 30/183</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 & 2 (PHC) REF NO: VRH 40 /2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Mason Clinic An appropriate B Degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Registration with SANC for 2023. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate). Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
<u>DUTIES</u>	:	Quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for clients and community.3 streams PHC services, MCWH/ Family planning/ STI'S/ Health Education health lifestyle promotion. ART/ARV/NIMART/ Integrated HAST Program/ Male circumcision campaigns Tuberculosis Services. HIV Counselling and Testing. Nutritional services. Antenatal care services/ PMTCT and post-natal care services. Emergency deliveries. Centre for chronic medicine dispensing and distribution (CCMDD) and chronics (NCD). Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs Sibiya ATS (Assistant Manager Nursing) Tel No: (034) 982 2111, ext. 5918 All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9 NB: Applicants are encouraged to used courier service since we are experiencing challenges with post office.
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please

		note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<u>CLOSING DATE</u>	:	08 September 2023
<u>POST 30/184</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) – MAQUMBI CLINIC REF NO: UMP 39/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade2: R528 696 – R645 720 per annum
<u>CENTRE REQUIREMENTS</u>	:	Umphumulo Hospital Senior certificate. Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Advanced Midwifery, accredited with the South African Nursing Council. Current (2023) council receipt if shortlisted Grade 1: A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse. Grade 2: A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience in maternity after obtaining the post basic qualification of Advanced Midwifery, Proof of current and previous experience endorsed by the HR department (if shortlisted). Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the section adheres to the principles of Batho Pele. Diagnose and manage obstetric emergencies in the clinic i.e. eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods and manage or refer in accordance to hospital policy. Develop, implement and review obstetric policies and procedures. Develop quality improvement programs for obstetrics. Conduct Perinatal Mortality reviews or meetings. Implement EPMSD and identify staff training needs Conduct in-service education for all obstetric staff. Participate in all obstetric programs i.e. PMTCT, BBI, BFI, and RHC – reproductive health. Practice participative management by assisting with relief duties of the supervisor. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. J. M. Ndlovu Tel No: (032) 4814199 Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo, 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.
<u>FOR ATTENTION NOTE</u>	:	Mr S. M. Naidoo 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 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof 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.

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

- CLOSING DATE** : 15 September 2023
- POST 30/185** : **PROFESSIONAL NURSE (SPECIALTY) – EYE CLINIC REF NO: UMP 40/2023**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade2: R528 696 – R645 720 per annum
- CENTRE REQUIREMENTS** : Umphumulo Hospital
Senior certificate. Diploma / Degree in General Nursing. Registration with the S.A.N.C. as a Professional Nurse. A post basic nursing qualification in Ophthalmic Nursing Science, accredited with the South African Nursing Council. Current (2023) council receipt if shortlisted. **Grade 1:** A minimum of four (4) years appropriate / recognizable experience as a Professional Nurse. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience in eye clinic after obtaining the post basic qualification of Ophthalmic Nursing Science, Proof of current and previous experience endorsed by the HR department (if shortlisted). Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.
- DUTIES** : Provide effective management and professional leadership. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Evaluate, diagnose, treat and discharge patients with ocular conditions/diseases. Manage patients referred from general practitioners and primary health care units. Perform initial screening, monitor disease progression and assist with early treatment of chronic ocular conditions e.g. glaucoma, diabetic retinopathy and dry eye. Perform primary follow up and discharge patients who have undergone surgery. Educate patients and increase awareness of public resources available service to the visually impaired. Plan awareness and campaigns for cataract surgery. Conduct community outreach to find those with eye conditions and educate. Help patients to overcome psychological obstacles and provide necessary assistance to increase patient independence. Provide training to both Primary health care nurses and hospital nurses on cataract case finding. Ensure that the unit complies with national core standards. Ensure the provision of accurate statistical information for data management. Manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. 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. Ensure proper utilization of resources and exercise care over government property.
- ENQUIRIES APPLICATIONS** : Mrs. J. M. Ndlovu Tel No: (032) 4814199
Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.
- FOR ATTENTION NOTE** : Mr S. M. Naidoo
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 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof 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. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 15 September 2023
- POST 30/186** : **ASSISTANT DIRECTOR: HRM REF NO: STC 13/ 2023 (X1 POST)**
- SALARY** : R424 101 per annum. Plus other benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (Subject to meeting prescribed requirements)
- CENTRE** : St Chads CHC
- REQUIREMENTS** : Senior Certificate (Grade 12) Plus Bachelor's Degree or Diploma in Human Resource Management/ Personnel Management/ Human Resource Development or Public Management A minimum of five years operational experience in Human Resource of which three years of that must be supervisory experience in Human Resource. Valid Driver's license. Certificate of service endorsed by Human Resource Department is required (only when shortlisted). Knowledge, Skill, Training and Competencies Required: Knowledge of Public Service Act, Public Service Regulations and Prescripts, Knowledge of PERSAL System, Knowledge of basic Principles of HR Management. Ability to interpret and apply policies, Acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills. Financial Management, Change Management, Decision making, Time management, Facilitation skills, Risk management and Good interpersonal relation skills. Computer Literacy.
- DUTIES** : Provide Strategic leadership of human resource management for the facility. Manage all Human Resource Components i.e Human Resource Practices, Human Resource Planning and Development, Staff Relations and Occupational Health Nurse and ensure that efficient and effective services are provided. Monitor and evaluate human resource activities. Ensure quality development of HRMS in line with norms and standards for CHC ideal Clinic realization and Maintenance Programme. Monitor human resource records and documents management system. Manage the payroll programme and ensure the timely and efficient compensation of employees. Manage recruitment, selection and verification process. Monitor and evaluate the effectiveness Human Resource Provisioning and Practices. Ensure the co-ordination Institutional Management Labour Committee Meetings (IMLC). Ensure training of staff on labour relation. Create awareness of labour relation. Ensure compliance with grievance and disciplinary procedures. Coordination of conciliation, mediation and arbitration proceedings. Ensure that a misconduct case in the institution is dealt with timeously. Monitor and evaluate effectiveness of Employee Wellness, ensure co-ordination of institutional Employee Wellness Committee Meetings (IEHWCM) Ensure training of staff on employee Health Wellness. Create awareness of Employee Health Wellness Programme within the institution. Ensure implementation of Employee Health and Wellness Programme, Occupational Health and Employee Assistance Programme. Provide leadership for management processes for the alignment of organizational and post establishment structures in line with emerging service delivery demands as well as the imperatives set in the Annual Performance Plan for the facility. Request and downloading and analysing PERSAL Reports. Serve in the transformation Plan of the department or facility such budget allocations as well as standard and workload statistics. Conduct staff satisfaction survey and exit interviews. Oversee the effective implementation of the Human Resource Management policy imperatives and ensure consistency in the application. Develop strategist aimed at improving service delivery. Ensure and facilitate the consolidation of HR Plan and Employment Equity Plan for the facility. Manage HRM relates risks and ensure efficiency in utilization of COE budget.
- ENQUIRIES** : Dr S.E Mnguni Tel No: (036) 637 9600
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni, 3381.
- FOR ATTENTION** : Mr S.D.Mdletshe

- NOTE** : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.
- CLOSING DATE** : 08 September 2023
- POST 30/187** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DPKISMH 43/2023 (X1 POST)**
Component: Human Resource Management
- SALARY** : R424 104 per annum. Plus 13th Cheque, Medical Aid (Optional), Home owners Allowance (employee must meet the prescribed requirements).
- CENTRE** : Dr Pixley Ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : Senior Certificate /Grade 12 or equivalent. Senior Certificate /Grade 12 or equivalent. Degree/ National Diploma in Human Resource Management/ Public Administration or Public Management plus 3 - 5 years supervisory experience in Human Resource, Labour Relations. Unendorsed valid Code EB driving licence (Code 08). Recommendations: Training Programmes and/or experience in investigation, presiding and grievance handling will serve as a recommendation. Proven computer literacy. Knowledge, Skills, Training and Competence Required: The incumbents for this post will report to the Deputy Director – HRM and will be responsible for providing integrated staff relations advisory services to ensure sound labour practices in the institution. The ideal candidate must possess expert knowledge of the legislative and policy imperatives informing the area of operation. Have mediation and negotiation skills. Have the ability to analyse information relating to the area of operation and to utilize the information to identify trends, progress and potential problems, planning and organizing skills. Possess high level of confidentiality. Have ability to work independently and under pressure. Have good interpersonal relations. Possess high level of communication skills (both written and verbal). Ensure effective communication between Dr Pixley ka Isaka Seme Memorial Hospital and the Unions Regional Manager. Ensure effective communication between management and Organised Labour. Be computer literate with proficiency in MS Office Software Applications.
- DUTIES** : Assist in the formulation, implementation and monitoring of policies, procedures and processes to ensure effective and efficient Labour Relations at Dr Pixley ka Isaka Seme Memorial Hospital. Promote constructive labour peace between Organised Labour and Management for Dr Pixley ka Isaka Seme Memorial Hospital based on the core values of the Department of Health. Formulate SOP's that are related to Labour Relations Component. Effective management and screening of grievances, misconduct and dispute cases within Dr Pixley ka Isaka Seme Memorial Hospital to ensure resolutions are met. Ensure continuous in-service trainings on labour related issues. Ensure effective utilization of resources in labour relations including management of EPMDS. Represent the employer at conciliation and arbitration sittings. Proper handling of bilateral meetings with Organised Labour & management, ensure high level of confidentiality and professionalism is maintained. Promote effective communication with different HR Components before involving

Organised Labour and Management. Submission of statistics and capturing of cases into PERSAL system and provide weekly, monthly, quarterly and annual reports. Ensure all items submitted to IMLC by Organisational Labour are fully motivated before presenting them to Management. Take full responsibility and accountability in managing strike actions. Receiving memorandum and ensure timeous responses are given to Institutional Management, Head Office and Organisational Labour.

- ENQUIRIES** : Mrs GC Buthelezi Deputy Director: HRM Tel No: (031) 530 1403
- APPLICATIONS** : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed To: pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION** : Deputy Director: HRM
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 43/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
- CLOSING DATE** : 08 September 2023
- POST 30/188** : **CASE MANAGER REF NO: PSH 60/ 2023 (X1 POST)**
- SALARY** : R424 104 per annum (Level 09). Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements).
- CENTRE** : Port Shepstone Regional Hospital
- REQUIREMENTS** : A minimum of 5 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Matric / Senior Certificate. Diploma/Degree in General Nursing Current registration with SANC as General Nurse and midwife 2023 SANC Receipt Computer Literacy Certificate of service endorsed by HR. Knowledge, Skills And Competencies Required Knowledge of Hospital Indicators/Medical Schemes Act 131 of 1998 as amended/UPFS Manual/South African Coding Standards, PFMA, Constitution of the Republic of South Africa(Act No.30 of 1996)Unemployment Insurance Act. Computer literacy - proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint). Skills in: Applying Expertise and Technology/Adhering to Principles and Values /Delivering Results and Meeting Customer Expectations /Writing and Reporting/. Formulating Strategies and Concepts/Presenting and communicating Information. Team work/Linking a diagnosis to an ICD-10 alpha numerical code.
- DUTIES** : Ensure efficient and effective communication is done and update clinical information for externally funded clients, by submitting accurate ICD-10, UPFS and Procedure codes, Consult with the multidisciplinary team regarding patient treatment and progress, advice regarding available benefits and resources and refer appropriately e.g. step-down facility, base hospital. Assist with rejected claims; follow the escalation process with regards to account and authorization queries, Coordinate the workflow process between clinical and administrative personnel. Check that charges for all services rendered to the patient appear on the account including ICD-10, UPFS tariffs and Procedure codes and communicate with Billing/Revenue department. Ensure that all externally funded patient diagnosis have been assigned the ICD- 10 code, Ensure that the updated version of the UPFS / Hospital Fees Manual is uploaded on the hospital's system to ensure that accurate billing takes place. Monitor the following Hospital indicators: Bed Utilization Rate (BUR) Patient Day Equivalent, (PDE), and Average length of Stay (ALOS), Conduct audits on patient files for compliance, Verification of benefits available, Authorization and reauthorization, Assist Billing/Revenue department with account queries by providing valid and complete ICD- 10 codes.

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
 : 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). Please 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.

CLOSING DATE : 08 September 2023

POST 30/189 : **SAFETY OFFICER REF NO: BETH 42/2023 (X1 POST)**

SALARY : R359 517 per annum, (all –inclusive package). 13th Cheque, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).

CENTRE REQUIREMENTS : Bethesda District Hospital - (Kwa Zulu - Natal)
 : Senior Certificate / Grade 12. Degree / National Diploma in Health & Safety/ Environment Health. 3-5 years' experience in Health & Safety environment. Computer Literacy, MS Office Software application. Recommendations Valid driver's License Knowledge Skills Training and Competencies Required: Good communication skills, written and verbal. Good auditing, investigation and report writing skills. Knowledge of legislation pertaining to health and safety.

DUTIES : To ensure Safety Audit functions are carried out for the institutions in compliance with Occupational Health & Safety Act of 1993. To participate in designing and rolling out of health training programmes, orientation and induction programmes. To ensure prevention management of potential situations that could lead to injury/disability or death of staff members or visitors. Management or prevention of internal disaster. To ensure the delegated management and administration function are carried out timeously and correctly in order for health and safety to function. To assist in compiling all health and safety manuals and protocols. To identify, measure and control potential hazard risks in the workplace pertaining to the Health and Safety, the environmental aspects within the broad context of preventing injuries, diseases and degrading of the environment. Attend to disaster management committee, building site meetings and all other relevant meetings. Demonstrate a basic understanding of HR and financial policies and procedures.

ENQUIRIES APPLICATIONS : Mr PM Jiyane Systems Manager Tel No: (035) 595 3105
 : 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. Email address: BethesdaHospital.JobApp@kznhealth.gov.za

NOTE : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department or from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form

the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s) 08 September 2023

CLOSING DATE

:

POST 30/190

:

EMPLOYEE ASSISTANCE PRACTITIONER REF NO: SAP 29/2023 (X1 POST)

Component: Wellness
(Re-advertised)

SALARY

:

R359 517 - R420 402 per annum. Other Benefits: 13th Cheque, medical Aid (Optional), Homeowner's allowance employee (Must Meet prescribed Requirements)

CENTRE

:

St Apollinaris Hospital

REQUIREMENTS

:

Matric/senior certificate/ Grade 12 or an Equivalent qualification. Bachelor's Degree/ Diploma in Social Sciences/ Social Work or National Diploma in Employee Wellness. 1-2 years' experience in Employee Wellness Field. Proof of current and previous experience endorsed by Human Resource Department. Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. Recommendations: A valid Driver's License. Knowledge, Skills and Competencies Required: Good knowledge of Public Sector. Sound knowledge in Employee Wellness. Knowledge in developing guidelines and standards. Sound knowledge of the healthy lifestyle Programme, HIV/AIDS, Sick leave, PILLIR, Stress management etc. Knowledge of National, Provincial, and Departmental policies, prescripts and legislation Counselling. HIV/AIDS Counselling. Crisis Management. Excellent report writing and writing skills. Project planning and Management. Presentation Skills. Problem Solving. Analytical thinking. Communication and conflict management skills. Tact and Diplomacy.

DUTIES

:

Ensure the implementation and maintain policies and procedures that will address Employee Wellness Programme at institution level. Establish and facilitate Employee Wellness Programme. Monitor and facilitate Employee Wellness Programme. Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees at the institution based on relevant qualifications and experience. Marketing and Promotion of Employee Health Wellness (EHW) within the institution. Ensure the implementation of Special Programme such as, Financial Wellness that is retirement planning, garnishee management, financial education, as well as substance abuse and absenteeism. Co-ordinate sport activities for the staff at the facility.

ENQUIRIES

:

Mr MT Dlamini Tel No: (039) 833 9001-8

APPLICATIONS

:

Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth.gov.za, or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.

FOR ATTENTION

:

Human Resources Section

NOTE

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Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are 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). "People

with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

- CLOSING DATE** : 08 September 2023
- POST 30/191** : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: CBH30/2023**
- SALARY** : R359 517 – R420 402 per annum (Level 08). Other Benefits: 13th Cheque, home owner's allowance (employee must meet prescribed requirements), medical aid (optional)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
Senior Certificate (Grade 12), National Diploma/Degree in Public Administration/Management or equivalent qualification. 3-5 year appropriate experience in Systems Components. Only shortlisted candidates will submit proof of previous and current work experience endorsed by the Human Resources. Valid Code 08/EB Driver's license. Computer literacy. Human resources management skills. Financial management skills Risk management skills. Conflict management. Project management. Organizational skills. Strong leadership qualities, good decision making, communication skills and problem solving skills. Ability to work under pressure and meet deadlines. Excellent customer care and interpersonal team building skills. Must be driven, courteous enthusiastic and demonstrate a high level of efficiency. Must be able to promote, practice and maintain patient confidentiality. Good report writing and interpersonal skills. Have a high level of planning and organizational skills. Attended Registry and Records Management course.
- DUTIES** : Maintain the overall control of record and registry management, telecommunication, transport services, catering services, laundry services, messenger's services, pottering services, mortuary services, staff accommodation, typing services, cleaning and ground services, security services, it services, garden and grounds and admitting section. Check mortuary register regularly to ensure proper maintenance. Ensure that secretarial services are provided at management meetings. Provide to management and heads of sections on matter relating to administrative support services. Maintain adequate availability and efficient utilization of staff in all sub-sections. Provision of staff accommodation. Serve as the member of relevant institutional Multidisciplinary Committees. Deputizing as the Systems Head in the absence of the Systems Manager.
- ENQUIRIES APPLICATIONS** : Mr. E Kleinhans Tel No: (035) 474 8407/8/9
All applications should be forwarded to: Catherine Booth Hospital, Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehllwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.
- NOTE** : The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, a reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 08 September 2023
- POST 30/192** : **SENIOR SUPPLY CHAIN MANAGEMENT OFFICER REF NO: STC15 /2023 (X1 POST)**
Re-Advertisement
- SALARY** : R359 517 per annum (Level 08). Plus other benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)
- CENTRE** : St Chads CHC

REQUIREMENTS

: Grade 12 (Senior Certificate) Degree/ National Diploma in SCM/Public Management/Public Administration/Accounting/ Financial/Business Management or any equivalent qualification. A minimum of 3-5 years Supervisory experience in Supply Chain Management. Computer Literacy (MS Office Software applications. Certificate Of Service Endorsed by Human Resource Department Is Required (only when shortlisted). Recommendations: Valid driver's license code8/10. Knowledge, Skill, Training and Competencies Required: Knowledge of the Public Management Act, Treasury Regulations, Inventory & Logistics Management, Acquisition and demand Management, Assets Management. Knowledge of SCM and procurement process and procedures. Good written and verbal communication skills. Good report writing and presentation skills. Customer care and interpersonal relations skills, problem solving and decision making. Ability to maintain high level of confidentiality Organizing, planning and numerical skills. Ability to work under pressure and meet required deadlines. Organizing planning numerical skills. Be computer literate with a proficiently in MS Office software application. Knowledge of PFMA.

DUTIES

: Manage day to day functioning of SCM.Oversee Budget and Expenditure Component and SCM. Consolidate Financial monthly and quarterly reports. Ensure monthly, quarterly and annual monitoring of the budget to prevent over and under expenditure. Identify, reduce and report fruitless provision of demand, logistics and warehouse, acquisition and assets management services in SCM unit to support core service delivery. Assist with the reconciliation of the CEO's Management Pack. Manage stores or warehouse where all stock are kept. Manage Suspense Accounts and maintain debt files. Ensure effective, efficient and economical management of allocated resources of the section as well as staff development. Manage and maintain stocktaking processes. Authorize commitments, payments, debts and journal on BAS. Oversee the reconciliation of transactions (interface) on PERSAL with BAS. Ensure proper voucher control and submission. To ensure that goods and services are in line with the procurement plan and adhered to budget allocation. Manage submission of monthly reports including RIDV template. Ensure compliance with Departmental SCM Policy Framework, Practice Notes and Treasury Regulations and Sops'. Develop and implement Risk Management pal as outlined on the institution Risk Plan and attend to Audit queries timeously. Provide technical support to managers regarding SCM processes. Supervise, train and develop staff in line with EPMDs and segregation of duties in order to improve service delivery. Manage, evaluate and direct performance of supply chain management. Assist and provide input with regard to development of procurement/ sourcing strategy, research, analyze and the plan procurement requirements of the department. Ensure annual procurement plan is compiled. Review specifications and terms of reference received, verify quotations compiling pf BID documents, advertising of bids, organizing briefing sessions, administer opening dib box, accurate recording of bids received and render secretariat to the bid committee. Monitor and follow up on outstanding requests and documents in SCM. Conduct assets verification and spot checks. Maintain asset register and ensure newly procured assets are barcoded and captured. Coordinate the movement of assets. Coordinate the asset disposal process. Ensure monthly updating and reporting of FAR. Carry out all responsibilities delegated by Assistant Director Finance.

ENQUIRIES

: Mr. S.J Pinaar Tel No: (036) 637 9600

APPLICATIONS

: All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370 or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni, 3381.

FOR ATTENTION

: Mr S.D.Mdletshe

NOTE

: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment

experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

- CLOSING DATE** : 08 September 2023
- POST 30/193** : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: CJMH 18/2023 (X1 POST)**
- SALARY** : R359 517 per annum (Level 08). Other benefits: 13th Cheque, Medical Aid (Optional), Home owners Allowance (Employee must meet prescribed requirements)
- CENTRE** : Charles Johnson Memorial Hospital
- REQUIREMENTS** : Grade 12 / senior certificate. Three years Bachelor Degree/National Diploma in Public Administration, Public Management plus at least three years (3) appropriate experience. Only shortlisted candidates will be required to submit proof of experience/service certificate endorsed by HR department. Recommendation: Computer literacy. Valid driver's license Knowledge, Skills Training and Competencies Required: Knowledge and experience in Public Service, PFMA, Treasury Regulation, Legislation ETC. Knowledge of Labour Relations. Leadership skills and ability to supervise. Good communication and interpersonal relations. Management discipline and grievance skills. Cross culture awareness.
- DUTIES** : To ensure proper management and optimal usage in cost effective manner and maintaining the overall control of the following areas: Laundry Services, Registry Cleaning Services, Telecommunication Services, registry, Information Systems and Technology services, Gardening and Grounds Services, Patient Administration, Mortuary, Housekeeping, Security services, Transport services and Catering services within the institution. Training and development of staff to deliver efficient exercise budget and expenditure control. Implement, monitor and evaluate staff performance management in the various department under your control. Monitor and advise contractors in order to deliver quality services. Maintain adequate availability and efficient utilization of staff in all sub-section. Oversee risk management systems at the institution to ensure that an effective, up to date disaster and major incident management plans are maintained. Render expects advice to management on matters relating to systems administration to ensure compliance with all statutory regulations. Contribute as member of multi-disciplinary management team towards the effective and efficient management of the institution. Deputiizing as the systems head in the absence of the Assistant Director: facilities management.
- ENQUIRIES** : Mr T. D.Ndaba Tel No: (034) 271 6410
- APPLICATIONS** : All application should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu: Private Bag X5503, Nqutu, 3135
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Due to financial constraints No S&T or relocation costs will be paid for attending interviews.
- CLOSING DATE** : 08 September 2023
- POST 30/194** : **HUMAN RESOURCE PRACTITIONER - STAFF RELATIONS REF NO: GJGM35/2023 (X1 POST)**
Component: Human Resource Management
(Re-advertisement)
- SALARY** : R294 231 per annum. Other Benefits: 13th Cheque, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : Senior Certificate / Matric (Grade 12). Degree/ Diploma in Human Resource Management / Human Sciences / Public Administration / Public Management / Labour Law. 3 – 5 years' experience in staff/ Labour relations.

Recommendations: Unendorsed valid Code B drivers licence (code 8), PERSAL Certificate. Knowledge, Skills and Competencies: Sound knowledge of Human Resource Management with emphasis on Staff Relations. In-depth knowledge on relevant prescripts. Good verbal communication, presentation and report writing skills. Computer literacy with knowledge of the PERSAL system. Sound analytical thinking, good interpersonal, problem solving and decision making skills. Ability to maintain a high level of confidentiality.

DUTIES : Maintain the functioning of staff relations in the institution to ensure the provision of high quality services. Participate in the formulation and review of Staff Relations Standard Operating Procedures and strategies to ensure that current SOP's used in line with the latest Acts, Policies and Regulations. Maintain a database for Staff Relations and an efficient administration system. Provide efficient conflict management resolution. Assist with the identification of training gaps and ensure the implementation of in- service training programmes. Attend to all referred grievances, misconducts, conflicts and dispute resolutions. Investigate and preside over disciplinary hearings when need arise. Update HR Staff Relations records and registers and maintain a proper filing system. Prepare staff relation reports. Collect and analyse staff relations statistics and conduct staff satisfaction surveys. Promote orderly collective bargaining within the institution.

ENQUIRIES : Mr T Latha (Deputy Director - HRM) Tel No: (032) 437 6006
APPLICATIONS : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.

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

CLOSING DATE : 08 September 2023

POST 30/195 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: VRH 41/2023**

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

CENTRE : Vryheid Hospital
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent Plus Computer literacy in Ms Word, Ms Excel, Ms PowerPoint and Ms Outlook, 3-5 year's work experience in Supply Chain Management department NB: Proof of working experience

endorsed by Human Resource, will be required from shortlisted candidates (service certificate). Recommendations: Valid driver's license. Degree or National Diploma in Supply Chain Management / Cost & Management Accounting / Financial Management/ Financial Accounting/ Public Management/ Public Administration. Knowledge, Skills, Training and Competencies Required: Sound knowledge development and implementation of policies and procedures pertaining asset division. Sound knowledge and understanding of Public Finance Management Act, Treasury. Practice note, Accounting Practice, Supply Chain Management Act and assessment policies. Good verbal and written communication skills. Ability to plan, prioritize and execute duties in order of importance. Ability to meet deadlines. Strong leadership, interpersonal, relationship, problem solving and decision making skills. Skills in management of discipline and grievance procedure. Numeracy skills and high level of accuracy.

DUTIES : Compile and maintain records (e.g. assets records/ databases). To supervise the process of issuing furniture, equipment and accessories to components and individuals. Identify redundant, non- serviceable and obsolete equipment for disposal. Verify and update asset register. Confirm that the items delivered are according to specification specified in the order. Provide logistical support during the bid consideration and contracts conclusion process. Maintain records of all equipment sent for repairs. Receive request for goods from end users. Provide input into the movable asset audit plan. Issue goods to end users. Implement and provide input to the movable asset management strategic plan. Capture goods in registers database. Responsible for ensuring the provision of logistic management services. Ensure that all stocktaking is conducted on regular basis. Monitor the procurement planning process and compliance to SCM policies Ensure the effective, efficient and economical management of allocated resources of division as well as staff development. Prepare and analyse monthly reports including RIDIV Template, related to supply Chain management. Manage, evaluate and direct performance of supply chain management. Ensure compliance with Departmental SCM Policy Framework Practice notes and Treasury Regulations. Internal auditing and risk management.

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

APPLICATIONS : All applications should be forwarded to: Assistant Director: HRM, Vryheid, District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to use courier services since there are some challenges with Post Office.

CLOSING DATE : 08 September 2023

POST 30/196 : **HUMAN RESOURCE PRACTITIONER: HRD REF NO: EST/50/2023 (X1 POST)**

SALARY : R294 321 – R343 815 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Home Owner Allowance (employee must meet prescribed

CENTRE REQUIREMENTS : Estcourt District Hospital
 : Senior Certificate – Grade 12, Degree/Diploma in Human Resources/Human Sciences/Public Administration/Public Management, 3-5 years' experience in Human Resource Development, Computer literacy- MS office (Word, Excel, Outlook and Power Point), Valid driver's licence. Knowledge, Skills and Competencies: Knowledge and understanding of Public service Act 1994, Skills Development Act 1998, Public service regulations 1999, SQA and the NQF, Basic Conditions of Employment Act 1997 and Labour Relations Act, Good interpersonal relationship skills and good listening skills, Good communication and problem solving skills, Co-ordination and planning skills, Report writing, Team building and supervisory skills.

DUTIES : Ensure proper and full implementation of EPMDS. Coordinate Trainings and manage training needs analysis for the institution. Implement Grade progression to all qualifying employees. Develop, Implement and evaluate Human Resource Plan, Employment Equity Plan, and Workplace Skills Plan. Compile training statistics and QMR. Manage and processing of Improved Qualifications. Strategies and conduct projects within District: Internships, Bursaries, Work Integrated. Manage the Induction and Orientation of staff programme. Render effective advisory services to Management and employees at the Hospital. Provide and perform secretary duties for IHETD committee and all HR Planning and Development related meeting. Check and approve transactions on Persal and ensure effective and efficient record

keeping. Manage and maintain a database of Human Resource development and planning training programmes.

ENQUIRIES : Mr. S.S. Manyathi Tel No: (036) 342 7094

APPLICATIONS : All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X7058, Estcourt, 3310 or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt.

FOR ATTENTION : Human Resource Section

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

CLOSING DATE : 15 September 2023

POST 30/197 : **HUMAN RESOURCE PRACTITIONER: STAFF RELATIONS REF NO: STC14 /2023 (X1 POST)**

SALARY : R294 321 per annum (Level 07). Plus other benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)

CENTRE : St Chads CHC

REQUIREMENTS : Senior Certificate /Matric (Grade 12) Degree/ Diploma in Human Resource Management / Human Science/ Public Administration/ Public Management/ Labour Law. Minimum of 3-5 experience in staff/ Labour relations. Certificate of service endorsed by Human Resource Department is required (only when shortlisted). Recommendations Valid driver's license code8/10Persal certificates: Knowledge, Skill, Training and Competencies required: Sound knowledge of Human Resource Management with emphasis on Staff Relations. In- depth knowledge of relevant prescript good verbal communication, presentation and report writing skills. Computer Literacy with knowledge of PERSAL system. Sound analytical thinking, good interpersonal, problem solving and decision-making skills. Ability to maintain a high level of confidentiality.

DUTIES : Maintain the functioning of staff relations in the institution to ensure the provision of high quality services. Participate in the formulation and review of Staff Relations Standard Operating Procedures and strategies to ensure that current SOP's used in line with the latest Acts, Policies and Regulations. Maintain a database for staff Relations and an efficient administration system. Provide efficient conflict management resolution. Assist with the identification of training gaps and ensure the implementation of in-service training programmes. Attend to all referred grievances, misconducts, conflicts and disputes resolutions. Investigate and preside over disciplinary hearings when need arise. Update HR Staff Relations records and registers and maintain a proper filling system. Prepare staff relation reports. Collect and analyze staff relations statistics and conduct staff satisfaction surveys. Promote orderly collective bargaining within institution.

ENQUIRIES : Mr. S.D Mdletshe Tel No: (036) 637 9600

APPLICATIONS : All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni, 3381.

FOR ATTENTION : Mr S.D.Mdletshe

NOTE : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged.

Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

CLOSING DATE : 08 September 2023

POST 30/198 : **SWITCHBOARD OPERATOR (SUPERVISOR) REF NO: CBH31/2023**

SALARY : R241 485 – R255 306 per annum (Level 06). Other Benefits: 13th cheque, Medical Aid (Optional), Home owner’s Allowance (Applicant must meet a prescribed requirements).

CENTRE REQUIREMENTS : Catherine Booth Hospital
 : Matric/ Senior Certificate/ Grade 12. Minimum of 3-5 years in Telecommunications environment. Computer Knowledge. Staff supervision skill. Problem solving skill. Office based practice skill. Listening skill. Planning and organizing skill. Telecommunication skill. Knowledge of Batho Pele Principles.

DUTIES : To ensure that all call registers are up to date. To ensure that all major complains are handled in a professional manner. To ensure that all booked calls are recorded on the call register. To ensure that all incoming calls are received and transferred as per caller’s request. To ensure that all Batho Pele Principles are implemented. To ensure that the quality of service is maintained. Ensure proper utilization of all resources allocated to Telecommunication section. To log all telephones faults and call Telkom for technical support. To issue and control all telephone secret pin codes. To train and supervise telecommunication staff within the institution.

ENQUIRIES APPLICATIONS : Mr. E Kleinhans Tel No: (035) 474 8407/8/9
 : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.

NOTE : The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above-mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.

CLOSING DATE : 08 September 2023

POST 30/199 : **FOOD SERVICES MANAGER REF NO: BETH 43/2023 (X1 POST)**

SALARY : R241 485 per annum (all-inclusive package). 13th Cheque, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).

CENTRE REQUIREMENTS : Bethesda District Hospital - (Kwa Zulu - Natal)
 : Senior Certificate / Grade 12. Degree / National Diploma in Food Service Management, Food and Beverage Management or Catering Management Recommendations At least 1-2 relevant experience. Computer Literacy, MS Office Software application. Knowledge Skills Training and Competencies: Required Operation of food services system. Stock control procedures and production management. Food services equipment and kitchen floor layout. Nutrition, menu planning and recipe development. Kitchen Hygiene Principles

and Risk Management. Food safety and HACCP principles. Computer literacy. Accounting and presentation. Training and coaching. Decision making and problem solving.

DUTIES : Manage and control the food services budget utilization. Provide effective catering services at the hospital. Ensure compliance with government prescripts. Compile and implement operational plans, policies and procedures that will all enhance provision of quality services. Ensure acceptance and nutritiously balanced diet that will enhance optimal health status of patients are provided. Ensure the safe, efficient, effective and economical utilization of resources allocated to the subcomponent including the development of staff. Make inputs in the planning and upgrading of floor layout and equipment of the unit to achieve service efficiency. Monitor and assess staff performance as per Key Performance Areas outlined on EPMDs and job description.

ENQUIRIES APPLICATIONS : Mr PM Jiyane Systems Manager Tel No: (035) 595 3105
: 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. Email address: BethesdaHospital.JobApp@kznhealth.gov.za

NOTE : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department or from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; verification of educational qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
: 08 September 2023

CLOSING DATE :

POST 30/200 : **ARTISAN PRODUCTION GRADE A (MECHANICAL FITTER)**
MAINTENANCE REF NO: CBH32/2023

SALARY : R220 533 - R244 737 per annum. Other Benefits: 13th Cheque, Medical Aid (optional) and Home owner's allowance (employee must meet prescribed requirements).

CENTRE REQUIREMENTS : Catherine Booth Hospital
: Grade10/ Standard 8/ N2, Trade test certificate under Manpower Act 8, 1981 as a Mechanical Fitter. Valid Driver's Licence. Minimum of 3 Years' experience as a Fitter in maintenance workshop environment after obtaining trade test certificate. Knowledge of Occupational Act and Safety Acts, Knowledge of oxygen, distribution and plant in a Hospital. Mechanical plan, ventilation etc. Team work, creativity and self-management skills. Problem solving to all Mechanical plant.

DUTIES : Regular checks and visual inspections to air handling units, kitchen and mortuary cooling units, autoclaves, calorifier pressure vessels, gas banks/gas manifolds, oxygen generation plant, laundry and kitchen equipment, Repairs to any broken and condemnation of equipment, Testing of oxygen plant, and changing and record keeping of oxygen gas cylinders, Keep and monitor service intervals of all plants and equipment, Maintain and keep service record for future references.

ENQUIRIES APPLICATIONS : Mr. A. Kruger Tel No: (035) 474 8407/8/9
: All applications should be forwarded to: Catherine Booth Hospital, Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.

NOTE : The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from

the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male

- CLOSING DATE** : 08 September 2023
- POST 30/201** : **OCCUPATIONAL THERAPY ASSISTANT REF NO: BETH 34/2023**
- SALARY** : Grade 1: R196 536 per annum, (all-inclusive package)
Grade 2: R228 900 per annum, (all-inclusive package)
13th Cheque, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : Bethesda District Hospital - (Kwa Zulu - Natal)
Grade 1: Grade 12 / National senior Certificate. Appropriate qualification that allows registration with HPCSA as an occupational therapist assistant. Current registration with HPCSA as an occupational therapist assistant. **Grade 2:** Grade 12 / National senior Certificate. Appropriate qualification that allows registration with HPCSA as an occupational therapist assistant. A minimum of 10 years' experience after registration as an occupational therapist assistant with HPCSA. Current registration with HPCSA as an occupational therapist assistant. Knowledge, Skills Training and Competencies Required: Good interpersonal skills. Report writing skill. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to resolve problems and apply analytical processes to patient care.
- DUTIES** : Assist in ensuring high quality rehabilitation service. Assist in preparing reports and monthly statistics as required by the service. Ensure all basic and necessary equipment and material needed for the department to run are ordered as per department needs. Attend all clinics as per departmental roster. Ensure proper implantation of treatment protocol and guidelines. Assist in drafting departmental policies and protocols and also presenting it to the policy committee. Assist in providing effective, comprehensive assessment, treatment and general Occupational Therapy service to all patients.
- ENQUIRIES APPLICATIONS** : Dr T.C Ngwenya Tel No: (035) 595 3106
The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road. Email address: BethesdaHospital.JobApp@kznhealth.gov.za
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)
- CLOSING DATE** : 08 September 2023

POST 30/202 : **ENROLLED NURSING ASSISTANT REF NO: OTH CHC 28/2023 (X5 POSTS)**

SALARY : R157 761 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)

CENTRE REQUIREMENTS : Othobothini Community Health Centre (Jozini Clinic and Makhathini Clinic)
: Senior Certificate / STD 10/ Grade12. Certificate of enrolment with South African Nursing Council as Nursing Assistant. Current registration with SANC as Nursing Assistant (2023). Knowledge, Skills, Training and Competencies Required: SANC rules and regulations and nursing procedures. Code of conduct. Good interpersonal relationships. Good communication skills. Prevention of cross infection. Knowledge of Batho Pele principles.

DUTIES : Execute duties and function within the scope of practice and under the supervision of a Professional Nurse and Enrolled Nurses. Provide elementary assistance to medical and nursing professions. Provide health promotion through health education. Maintain accurate patient's records. Maintain client satisfaction through quality service, innovation and nursing care. Contribute to expenditure control. Provide a safe environment to patients, visitors and staff. Adhere to infection control for speedy recovery of patients. Provide nursing care in a manner that promotes quality productivity.

ENQUIRIES APPLICATIONS : Mrs. C.K Zulu Tel No: (035) 572 9002
: Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag 12, Jozini, 3969 or hand deliver to Othobothini CHC, HR Department.

NOTE : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-www.kzhealth.gov.za . Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE : 08 September 2023

POST 30/203 : **SESSIONAL MEDICAL SPECIALIST: ICU REF NO: HRM 66/2023 (X1 POST)**

SALARY : Grade 1: R585.00 per hourly session
CENTRE : King Edward VIII Hospital complex
REQUIREMENTS : 0-5 year's experience. MBCHB or equivalent Plus Specialist registration in ICU Plus current registration with HPCSA as a Medical Specialist (2023) Recommendations: Computer Literacy, Subspecialty registration in Critical Care will be an added advantage Knowledge, Skills, Training and Competencies Required: Sound knowledge of critical care, Ability to perform under stress, Good medical and ethical skills.

DUTIES : Provide consultant cover in ICU during weekdays or weekends as agreed with the Head of Department, Provide consultant supervision after hours.

ENQUIRIES APPLICATIONS : Dr. D. Singh Tel No: (031) 360 3314/7
: All applications can either be submitted via email to twiggy.garib@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin 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

:

08 September 2023