

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
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 Langalibalele Street, Pietermaritzburg. (Applicants who applied previously must re-apply if they wish their applications to be considered). Applicants may also submit their Z83 and CV directly to the following email address kznjobs@kzncogta.gov.za
- FOR ATTENTION** : Ms NB Mabaso-Macaringwe
- CLOSING DATE** : 19 August 2024. Applications received after this date will not be accepted.
- NOTE** : To Applicants: 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. All these posts are being re-advertised and replaced. All applicants who applied previously must re-apply if they wish their applications to be considered. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with a disability.

MANAGEMENT ECHELON

- POST 28/94** : **CHIEF DIRECTOR: MUNICIPAL ADMINISTRATION AND GOVERNANCE**
REF NO: 25/2024 (MAG)
Chief Directorate: Municipal Administration and Governance
- SALARY** : R1 436 022 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 management level within the local government environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG), which is 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 an integrated approach to service delivery; Knowledge of the 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 and A valid driver's licence.

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. Facilitate the compilation of a legislative framework for municipalities, manage the implementation of the governance and municipal administration aspects thereof and ensure compliance therewith; 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) 355 6482

OTHER POSTS

POST 28/95 : **DEPUTY DIRECTOR: HR PLANNING REF NO: 27/2024 (HRMD)**
Chief Directorate: Human Resource Management and Development
Directorate: Organisational Development and Organisational Efficiency Services

SALARY : R849 702 per annum, (All-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in HRM/HR or a related qualification coupled with 3 years' junior management experience in an HR planning/strategies and policy development environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of the Public Service Act & Regulations, Skills Development policies and strategies; Knowledge of departmental policies; Understanding of HRM practices in the Public Service; Knowledge of public service reporting procedures and work environment; Knowledge of the Labour Relations Act; Knowledge of policy development processes; Knowledge of the interpretation of legislation, policies and statistics; Knowledge of computer-based Human Resource Management Information systems; Understanding of all prescripts, practices and procedures; Interpretation and application of policies/legislation skills; Policy formulation and managerial skills; Problem solving and analytical thinking skills; Strategic planning and co-ordination skills; Financial Management and team building skills; Communication skills (verbal, written and networking); Project management, presentation and facilitation skills; Motivation, leadership and negotiation skills; Computer literacy in MS Office and A valid code 8 Driver's licence

DUTIES : The successful candidate will be required to manage the human resource planning and policy development processes with the following key responsibilities: - Develop and manage the HR Plan; Facilitate and manage policies in line with the HR Plan; Monitor and evaluate the implementation of HR strategies (EE Plan, HR Plan, HR policies etc.); Assess human resource demand, supply and constraints; Ensure effective and efficient utilization of the resources within the component.

ENQUIRIES : Mr M Cele Tel No: (033) 260 8063

POST 28/96 : **ENGINEER: WATER REF NO: 26/2024 (MID) (X2 POSTS)**
Chief Directorate: Municipal Infrastructure
Directorate: Infrastructure Development

SALARY : R833 499 - R1 254 282 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 3 years post qualification engineering experience and a valid code 8 driving licence. Registration with ECSA as a Professional Engineer is a prerequisite. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - A sound knowledge and understanding of policy analysis, Knowledge of legislation (MPRA, MFMA, Municipal Systems Act), Knowledge of engineering design and analysis, Knowledge of research and development, Knowledge of computer-aided engineering applications, Knowledge of legal

compliance, Knowledge of technical report writing, Ability to create a high performance culture, Good professional judgement, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, organising and presentation skills, Innovation, analytical and creativity skills, Self-management and financial management skills, Customer focus and responsiveness skills, People and change management skills, Programme and project management skills, Information management and reporting 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 engineering and facilitate municipal infrastructure development programmes and projects with the following key responsibilities:
- Design new systems to solve practical engineering challenges, Improve efficiency and enhance safety, Conduct research and development, Perform office administration and budget planning, Manage the effective utilization of resources.

ENQUIRIES : Ms C Jama Tel No: (033) 897 5672

POST 28/97 : **ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: 28/2024 (CS)**
Chief Directorate: Corporate Services
Directorate: Auxiliary Services

SALARY : R444 036 per annum (Level 09)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in the Security field, or a related qualification coupled with 3-5 years security management/supervisory experience. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of security acts and policies; Knowledge of financial management systems and security functions as well as security management; Knowledge of policy analysis and project management; Strategic thinking, research and security skills; Financial management and decision making skills; Problem solving and interpersonal skills; Analytical and strategic management skills; Good communication skills (verbal & written); Computer literacy in MS office; A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to render effective and proficient security investigation services with the following key responsibilities:- Ensure that the Department and its property are safe and secure; Conduct investigations pertaining to security services in the Department; Assist with the management of service providers of security services at departmental buildings and events/functions; Formulate policies, procedures and guidelines; Provide advice and technical support on security matters.

ENQUIRIES : Mr D Mnyandu Tel No: (033) 897 3860

POST 28/98 : **DATA CAPTURER REF NO: 29/2024 (MESP)**
Chief Directorate: Monitoring Evaluation and Strategic Planning
Directorate: Policy And Research

SALARY : R183 279 per annum (Level 04)

CENTRE : Pietermaritzburg

REQUIREMENTS : Grade 12. Computer Literacy. Practical experience in information management and a valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: - Knowledge of procedures, norms and standards for information management. Hardware and software technology and data capturing. The successful candidate must have communication and Interpersonal skills, be a team player, Computer literacy and be able to Communicate effectively with staff/ management. Be Professional, Client-orientated and honest.

DUTIES : The successful candidate will be required to: Capture data from available records into the required formats. Produce reports as requested. Provide administration services. Review and validate all data from the records.

ENQUIRIES : Ms N Mshengu Tel No: (033) 260 8011

DEPARTMENT OF HEALTH

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

OTHER POSTS

- POST 28/99** : **HEAD CLINICAL UNIT (MEDICAL) (GRADE 1) - HAEMATOLOGY REF NO: GS 15/24 (X1 POST)**
Component: Internal Medicine Department
- SALARY** : R1 976 070 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician) Certificate in Haematology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Clinical Haematologist. Five years (5) post registration experience as a Specialist Physician (Only shortlisted candidates will be required to submit proof of all documents) Recommendations: Experience in managing a Haematology unit. Knowledge, Skills, Attributes and Abilities Sound clinical Haematology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.
- DUTIES** : Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Haematology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Haematology services in Area 2 Clinical responsibility in the discipline of Haematology and Internal Medicine with after hours participation (based on departmental operational need) Performance of clinical procedures related to haematological conditions Management Responsibilities: Development and support of Specialist Haematology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Haematology Unit Oversight and management of infrastructure, equipment and consumables in the Haematology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head of Haematology Department in Internal Medicine in Pietermaritzburg and Head of Haematology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Haematology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Haematology training in the PMB Metropolitan area under the auspices of the Department of Haematology at the University of KwaZulu Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Haematology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Haematology and Medicine.
- ENQUIRIES** : Dr M Bizarre Tel No: (033) 897 3290
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to Malinee.chandul@kznhealth.gov.za Khazimula.goba@kznhealth.gov.za.
- FOR ATTENTION** : Mr K.B. Goba
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. The Employment Equity Target for This Post Is: African Male, African Female. Note: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only.
- CLOSING DATE** : 19 August 2024

POST 28/100 : **MEDICAL SPECIALIST: RADIOLOGY REF NO: HRM 20/2024 (X1 POST)**

SALARY : Grade 1: R1 271 901 - R1 348 635 per annum, (all-inclusive package)
Grade 2: R1 451 214 - R1 538 967 per annum, (all-inclusive package)
Grade 3: R1 680 780 - R2 097 327 per annum, (all-inclusive package)

CENTRE REQUIREMENTS : Victoria Mxenge Hospital
: Senior Certificate, MBCHB or equivalent, Registration certificate with HPCSA as a Medical Specialist in Radiology Plus current registration with HPCSA as a Medical Specialist (2024). Recommendation: Computer Literacy, Driver's license. Knowledge, Skills, Training and Competencies Required: The ability to teach and supervise staff and students, middle management and research skills, good administrative, leadership, decision making and communication skills and able to work in a team.

DUTIES : Provide specialist radiology services in all imaging modalities to all departments at Victoria Mxenge Hospital and related referral hospitals, Although involved in all imaging modalities, successful applicants will have to assist with, and oversee modalities as delegated by the HCU, maintain clinical, professional and ethical standards related to these services, To perform, interpret and report radiological procedures and studies, provide after hour care in accordance with the commuted overtime contract, training and supervision of staff and students in Radiology, provide expert opinion where required and consult with specialists on radiological Procedures, participate in Quality Improvement programs of the Department, Conduct, participate and assist in research, participate in both academic and clinical administrative activities and duties and be part of a multi-disciplinary team.

ENQUIRIES APPLICATIONS : Dr A Moosa Tel No: (031) 360 3477
: All 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. Lindokuhle.Ngcobo2@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.

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. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying, candidate may be subjected to a computer literacy and or written test during the shortlisting process).

CLOSING DATE : 19 August 2024

POST 28/101 : **MEDICAL SPECIALIST – INTERNAL MEDICINE REF NO: HRM 21/2024 (X1 POST)**

SALARY : Grade 1: R1 271 901 - R1 348 635 per annum, (all-inclusive package)
Grade 2: R1 451 214 - R1 538 967 per annum, (all-inclusive package)
Grade 3: R1 680 780 - R2 097 327 per annum, (all-inclusive package)

CENTRE REQUIREMENTS : Victoria Mxenge Hospital
: MBCHB or equivalent, FCP (SA) OR equivalent Plus Registration certificate as a Specialist with the HPCSA PLUS Current registration with HPCSA (2024/2025), current and previous work experience endorsed by HR (certificate of service) Recommendation: Computer Literacy, Sub-specialty interest, Driver's License Knowledge, Skills, Training And Competencies Required: Management of complex Internal Medicine patients, Excellent decision

making, problem solving, leadership and mentorship skills, Sound medical ethics, Good communication skills and computer literacy, Accountability, flexibility, Orientation towards service delivery and Batho-Pele principals, Ability to develop and maintain quality improvement programs and policy documents, Participation in clinical governance (record and clinical audits, morbidity and mortality meetings), Leadership in the departmental academic program, Active participation in specialist clinics, Ability to work as part of a multidisciplinary team.

DUTIES : Creation of sub-specialty services at Victoria Mxenge Directorate of medicine, The incumbent will report to the Head of Clinical Unit and will be responsible to fulfill the following requirements according to the policies of the Department i.e. clinical care, scholarship, administration and management, professionalism, clinical governance and research, To efficiently execute duties which support the aims and objectives of the Department of Medicine in providing specialist care for in patients in the Department of Medicine, To supervise the training of registrars, interns, medical officers and undergraduate medical students in Internal Medicine including lectures, tutorials, examinations and academic meetings, To participate in and contribute to the research and outreach activities of Department of Medicine, To supervise Acute Medical Unit at Victoria Mxenge Hospital, To present at Monday morning meetings at IALCH division of Medicine, Actively participate in governance committees at Victoria Mxenge Hospital, Administrative duties in the division of medicine of the University of KwaZulu Natal.

ENQUIRIES : Dr. P. Manickchund Tel No: (031) 360 3854
APPLICATIONS : All 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 twiggy.garib@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.

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. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying, candidate may be subjected to a computer literacy and or written test during the shortlisting process.

CLOSING DATE : 19 August 2024

POST 28/102 : **MEDICAL SPECIALIST – OBSTETRICS & GYNAECOLOGY REF NO: HRM 22/2024 (X1 POST)**

SALARY : Grade 1: R1 271 901 - R1 348 635 per annum, (all-inclusive package)
Grade 2: R1 451 214 - R1 538 967 per annum, (all-inclusive package)
Grade 3: R1 680 780 - R2 097 327 per annum, (all-inclusive package)

CENTRE : Victoria Mxenge Hospital
REQUIREMENTS : MBCHB or equivalent, FCOG(SA) or equivalent, Registration certificate as a Specialist with the HPCSA PLUS Current registration with HPCSA (2024/2025). Recommendation: Computer Literacy Knowledge, Skills, Training and Competencies Required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department, Sound knowledge of medical ethics, Good communication skills, leadership and decision making qualities, Ability to diagnose and manage common Obstetrics and Gynaecology medical

- problems, Knowledge of current Health and Public Service legislation, regulations and policies, Concern for excellence.
- DUTIES** : Provide obstetrics and Gynaecology services in designation area of responsibility within the accepted guidelines and protocols, Provide support for the HOD in O&G in the management of the department, including human and financial resources, Perform, interpret and report obstetrics and Gynaecology procedures and studies, Active participation in continuing medical education programs, Participate in the Quality Improvement program in the department, Participate in the clinical audit activities within the department, Maintain clinical, professional and ethical standards related to obstetrics and Gynaecology services rendered, Actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching), Perform and supervise operational research activities in O&G, Perform overtime as required in the Department, Perform outreach as required by the Department
- ENQUIRIES** : Dr. R. Greenthompson Tel No: (031) 360 3854
- APPLICATIONS** : All 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 and kingedwardhospital.HRJobapplication@kznhealth.gov.
- 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. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying, candidate may be subjected to a computer literacy and or written test during the shortlisting process).
- CLOSING DATE** : 19 August 2024
- POST 28/103** : **MEDICAL SPECIALIST – PSYCHIATRY REF NO: HRM 23/2024 (X1 POST)**
- SALARY** : Grade 1: R1 271 901 - R1 348 635 per annum, (all-inclusive package)
Grade 2: R1 451 214 - R1 538 967 per annum, (all-inclusive package)
Grade 3: R1 680 780 - R2 097 327 per annum, (all-inclusive package)
- CENTRE** : Victoria Mxenge Hospital
- REQUIREMENTS** : MBCHB or equivalent, FC Psych or MMed Psychiatry, Registration with HPCSA as Specialist Psychiatrist and current registration with HPCSA as a Medical Specialist (2024/2025). Recommendation: Computer Literacy, Possession of MMed or equivalent and ability to supervise research will be an added advantage. Knowledge, Skills, Training and Competencies Required: Sound knowledge and clinical skills in the management of adult and child psychiatry patients, Ability to supervise and teach junior and senior staff, Good communication, inter-personal and management skills, Sound professional and ethical values and a concern for excellence, Ability to work as part of a multidisciplinary team.
- DUTIES** : To provide safe, ethical and high quality of care through the development of standards, audits, research and risk management in the following areas-clinical and customer care (patient perspective), To supervise the training of registrars, interns, medical officers and undergraduate medical students in Psychiatry, Undertake training of undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities, Provide expert advice and clinical support to District/regional level hospitals referring to

Victoria Mxenge Hospital, To participate in and contribute to the research and outreach activities of Department of Psychiatry, Active participation in quality improvement programs including clinical audits and continuous professional development activities in VMH, Assist with the setting of protocols for management of patients, Attend administrative matters as pertains to the unit, Empower in a respectful manner the medical and nursing staff through evidence based best practiced, Attend to meetings and workshops as directed, Comply with all legal prescripts Acts, legislatives, policies, circulars, procedures, guidelines and code of conduct for public service, Implement and evaluate compliance to the National Core standards and 6 key priorities, Adhere to correct channels of communication as per hospital organogram, Maintain clinical, professional and ethical standards, Assist the Clinical Head of unit and hospital management with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimize patient care in wards and outpatients.

**ENQUIRIES
APPLICATIONS**

: Dr. Y. Asmal Tel No: (031) 360 3128
 : All 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 Thandeka.Mkhonza@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.

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. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying, candidate may be subjected to a computer literacy and or written test during the shortlisting process).

CLOSING DATE

: 19 August 2024

POST 28/104

: **CHIEF OCCUPATIONAL THERAPIST: GRADE 1/2 REF NO: HRM 24/2024 (X1 POST)**

SALARY

: Grade 1: R545 262 – R605 550 per annum
 Grade 2: R623 229 – R689 430 per annum

CENTRE

: Medico-Legal Unit, Victoria Mxenge Hospital

REQUIREMENTS

: Matric/Senior Certificate or equivalent qualification Plus Degree / Diploma in Occupational Therapy Plus Registration certificate with HPCSA as an Occupational Therapist Plus Current registration with HPCSA as an Occupational Therapist (2024), A minimum of 3 years relevant experience after registration with HPCSA as an Occupational Therapist. Recommendation: Computer Literacy, Relevant experience in Cerebral Palsy Intervention, Special Seating and Medico-Legal cases. Knowledge, Skills, Training and Competencies Required: Sound Knowledge and Skill in OT Paediatric and general diagnostic and therapeutic procedures, Good Skills and knowledge in the use of OT equipment and assistive devices, Good Skill and Knowledge in the treatment and management of Children with Cerebral Palsy including seating needs, Experience with Involvement in Medico legal Management, Experience in conducting Functional Capacity Evaluations and Report Writing, Good Knowledge of Institutional Administrative tasks and duties, Good Knowledge of Ethical code and scope of practice, Knowledge of relevant health acts and legislation that governs KZN and profession eg Health and Safety, National health Act etc., Excellent verbal and written communication Skills ,

DUTIES

Ability to problem-solving and apply analytical processes to patient care and management processes, Excellent interpersonal skills, Ability to plan and work well within a Multidisciplinary team.

: Perform all delegated Clinical and Management responsibilities within applicable legislation, Manage all Medico legal case work including assessment, treatment, report writing, home visits and other administrative and practical aspects of the Medico legal Management Unit, Active involvement in all meetings, planning, collaborative intervention initiatives of the Medico Legal MDT at VMH. Liaison between the Medico Legal Case Manager and the HAU to ensure that effective and qualitative working relationships are maintained between the program and the Occupational Therapy department, Participation in all training and development within the Medico legal component to ensure that self-development as well as capacitation of all OT staff is ensured and encouraged, Treat and manage a general Clinical caseload including practical teaching and mentorship, Ensure a comprehensive paediatric and general Occupational Therapy service encompassing assessment, treatment, caregiver training, community/ home / clinic visits, outreach, group work, block therapy and assistive device manufacture, issue and replacement including specialized seating and wheelchairs/buggies, Splinting, pressure garment manufacture. This includes both In-patient and Out-patient Occupational Therapy Intervention, Involvement in outreach program to St Aidans Hospital, Assessment and treatment in Psychiatric Services Unit if required, Undertaking of Functional Capacity Evaluations and Work assessments, Contribute to the development and implementation of Quality Improvement Programs, clinical guidelines, audit (infection control, ideal hospital etc) as delegated by the HAU, Provide supervision, support and mentorship to junior staff and students as delegated by the HAU, Participate in professional development programs and teaching, Assist Manager with Planning and implementation of Operational and Procurement plans and budget analysis for the department, Contribute to compilation of budget for adequate equipment, consumables and assistive devices in line with clinical services rendered, Assume effective administrative responsibilities: report writing, statistics, audits, meetings, legal report writing, labour relations, leave, policy documents etc. Ensure good interpersonal skills with staff, patients and other role players within the institution, Assist to ensure a cost effective service with adequate resources, Support the HAU with all transformative and additional management tasks as required to, Representation on Hospital Committees as Delegated by the HAU.

ENQUIRIES

: Dr S.A. Moodley Tel No: (031) 360 3854, (Act. Senior Manager Medical Services)

APPLICATIONS

: Please forward emailed applications to twiggy.garib@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.za Hand Delivered applications should be posted into the Red Box, next to the ATM in the Admin Building

**FOR ATTENTION
NOTE**

: Mrs NJ Garib (HR Department)
: 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 for employment must be full completed Z83 form and updated CV only. Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. 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 90 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

: 19 August 2024

POST 28/105 : **PROFESSIONAL NURSE: SPECIALTY GRADE 1/2 REF NO: PSH 12/2024 (X1 POST)**

SALARY : Grade 1: R451 533 per annum, Plus 12% rural allowance
Grade 2: R553 545 per annum, Plus 12% rural allowance
Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Port Shepstone Regional Hospital (Obstetrics Unit)
: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, midwifery and post basic qualification in Advanced Midwifery Nursing Science. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, and midwifery of which 10 years must be appropriate/recognisable experience after obtaining the one (1) year post basic qualification in Advanced Midwifery Nursing Science. Grade 12 or Matric certificate. Diploma/Degree in General Nursing science, Midwifery and Advanced midwifery science. Registration with SANC as General Nurse, midwifery and Advanced Midwifery Nursing Science. SANC Receipt for 2024 and work experience/ certificate of service. Knowledge, Skills and Experience Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching. Conflict handling and counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Willingness to work shifts, day and night duty, weekends, Public Holidays. Competencies (knowledge /skills). Good communications and interpersonal skills, planning and organizational skills.

DUTIES : Diagnose and manage obstetric emergencies in the absence of a doctor, i.e. Eclampsia APH, etc. Identify high risk clients during ante-partum and post-partum periods, manage them or refer them according to hospital policy. Develop vision and mission and objectives for obstetric unit Develop, implement and review obstetric policies/SOP. Conduct Perinatal Mortality reviews or meetings. Develop and implement in-service education and quality improvement programs for the obstetrics dept. Act as an advocate for clients utilizing Batho Pele principles. Form part of the multi-disciplinary team Take part in all obstetrics programs, i.e. PPIP, PMTCT, BBI, MBFI, and RHC – reproductive health Identify training needs for the staff. Practice participative management by assisting with relief duties of the supervisor. Maintain and monitor stock and supplies Attend meetings held in the institution/outside.

ENQUIRIES APPLICATIONS : Mrs MC Maqutu Tel No: (039) 688 6117
: Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240. NB: Applicants are encouraged to utilise Courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (Copies should be submitted by shortlisted candidates only)

FOR ATTENTION NOTE : Mr. Z.M Zulu
: NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 23 August 2024

POST 28/106 : **PROFESSIONAL NURSE GRADE 1 OR 2: SPECIALTY (ICU) REF NO: PSH 13/2014 (X1 POST)**

SALARY : Grade 1: R451 533 per annum, Plus 12% rural allowance
Grade 2: R553 545 per annum, Plus 12% rural allowance

		Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Regional Hospital – Critical Care
	:	Grade A: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, midwifery and post basic qualification in Critical care/Emergency &Trauma Nursing Science. Grade B: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate /recognisable experience after obtaining the one (1) year post basic qualification in Critical care/Emergency &Trauma Nursing Science. Matric / Senior Certificate. Diploma/Degree in General Nursing, Midwifery Nursing Science. 1 year post basic qualification in Critical care/Emergency &Trauma Nursing Science. Current registration with SANC as General Nurse, Midwife/Accoucher and Critical care/Emergency &Trauma Nursing Science. SANC receipt 2024 and work experience/ certificate of service. Knowledge, Skills and Experience Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Good communication skills verbal and written. Co-ordinate and liaison skills. Problem solving skills.
<u>DUTIES</u>	:	Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive quality nursing care. Provide direct and indirect supervision of all Nursing Staff / Housekeeping staff and to give them guidance and ensure continuity of patient care, Demonstrate effective communication patient and families with the multi – disciplinary team, other department within the hospital. Assist with allocation /change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP, Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant speciality. To assist with relief duties of supervision and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources. Liaise with professional nurse in charge in surgical high care / renal unit. Allocation of staff within the directorate on rotational basis. To ensure critically ill patients regardless of diagnoses according to disease profile within the directorate. To nurse a paediatric ventilated / high care patient in ICU for close monitoring. Maintain professional growth / ethical standard and self – development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs MC Maqutu Tel No: (039) 688 6117
	:	Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240. NB: Applicants are encouraged to utilise Courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (Copies should be submitted by shortlisted candidates only)
<u>FOR ATTENTION NOTE</u>	:	Mr. Z.M Zulu
	:	NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	:	23 August 2024
<u>POST 28/107</u>	:	<u>PROFESSIONAL NURSE GRADE 1 OR 2: GENERAL STREAM REF NO: PSH 14/2024 (X8 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R307 473 per annum, Plus 12% rural allowance Grade 2: R375 480 per annum, Plus 12% rural allowance Grade 3: R451 533 per annum, Plus 12% rural allowance Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

<u>CENTRE REQUIREMENTS</u>	: Port Shepstone Regional Hospital – Various wards : Grade 1: Experience: No experience required. Grade 2: Experience: A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional with SANC in General Nursing and Midwifery. Grade 3: Experience: A minimum of 20 years appropriate /recognizable experience in nursing after registration as Professional with SANC in General Nursing and Midwifery Matric / Senior Certificate. Diploma/Degree in General Nursing. Diploma/degree in Midwifery Nursing Science. Current registration with SANC as General Nurse and Midwife/Accoucher. SANC receipt 2024 and work experience/ certificate of service. Knowledge, Skills and Experience: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication skills – verbal and written, leadership, interpersonal, problem-solving, conflict management, decision-making, coordinating and negotiation skills. Knowledge and experience in implementation of Batho Pele Principles and Patients' Rights Charter, Code of Conduct and Labour Relations.
<u>DUTIES</u>	: To execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient care in a cost-effective and efficient manner, Implementation of policies and procedures, clinical guidelines and protocols and all other legislative requirements for the nursing professions. To participate in implementation of Quality Improvement Programmes, infection prevention and control and occupational health and safety. Uphold Batho Pele Principles and Patients' Rights Charter. Provide a safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relation issues. Manage and supervise effective utilization of all resources e.g Human, financial, material etc. Assist in orientation, induction and mentoring of all nursing staff. Assist with relief duties of the supervisor and act as a shift-leader on both day and night shifts when necessary.
<u>ENQUIRIES APPLICATIONS</u>	: Mrs MC Maqutu Tel No: (039) 688 6117 : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240. NB: Applicants are encouraged to utilise Courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (Copies should be submitted by shortlisted candidates only)
<u>FOR ATTENTION NOTE</u>	: Mr. Z.M Zulu : NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	: 23 August 2024
<u>POST 28/108</u>	: <u>PROFESSIONAL NURSE: SPECIALITY GRADE 1/2 REF NO: PSH 15/2024 (X2 POSTS)</u> Component: Nursing (Operating Theatre)
<u>SALARY</u>	: Grade1: R451 533 per annum, Plus 12% rural allowance Grade 2: R553 545 per annum, Plus 12% rural allowance Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	: Port Shepstone Regional Hospital : Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, midwifery and post basic qualification in Operating Theatre Nursing Science. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, and midwifery of which 10 years must be appropriate/ recognisable experience after obtaining the one (1) year post basic qualification in Operating Theatre Nursing Science. Grade 12 or Matric certificate. Diploma/Degree in General

Nursing science, Midwifery nursing science and Operating Theatre. Registration with SANC as General Nurse, midwifery and Operating Theatre Nursing Science. SANC Receipt for 2024 and work experience/ certificate of service. Knowledge, Skills and Experience Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching. Conflict handling and counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Willingness to work shifts, day and night duty, weekends, Public Holidays. Competencies (knowledge /skills). Good communications and interpersonal skills, planning and organizational skills.

DUTIES : Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients utilizing Batho Pele principles. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Participate in ethics and professionalism activities. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with Regulated Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training.

ENQUIRIES : Mrs MC Maqutu Tel No: (039) 688 6117
APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240. NB: Applicants are encouraged to utilise Courier Services/ S'thesha Waya Waya or e-mail to PSRH.Recruitment@kznhealth.gov.za (copies should be submitted by shortlisted candidates only)

FOR ATTENTION : Mr. Z.M Zulu
NOTE : NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship

CLOSING DATE : 23 August 2024

POST 28/109 : **PROFESIONAL NURSE (GENERAL STREAM) REF NO: EDU 03/2024**
 Component: Ophuzane Clinic

SALARY : Grade 1: R307 473 - R362 187 per annum
 Grade 2: R375 480 - R442 296.per annum
 Grade 3: R451 533 - R578 826 per annum
 Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

CENTRE : Edumbe Community Health Centre
REQUIREMENTS : Diploma / B Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse Registration with the SANC as Professional Nurse. Current SANC receipt Registration in Midwifery. **Grade 1:** No experience **Grade 2:** A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in

general nursing. **Grade 3:** A minimum of 20 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. NB: Certificate of service from current and previous employers stamped and signed by the Human Resource Department will be required when shortlisted on or before the interview. Knowledge, Skills, Training and Competences Required: Good work ethics. Tenacity, integrity. Problem solving and decision making. Health promotion and team building. Report writing skills. Good communication skills: Public speaking, listening and summarizing. Good Interpersonal skills.

DUTIES

: Work as multidisciplinary team to ensure good nursing care by the Nursing Team. Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Must be able to handle obstetric and paediatric emergencies and high-risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programs and clinical audits. Provide a safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete records according to legal requirement. Manage and supervise effective utilization of all resources e.g. Human, Financial, Materials etc. Implementation and management of infection control and prevention protocols. Ensure the implementation of saving mothers, saving babies recommendation. Ensure the implementation of the Antenatal and Postnatal policy including PMTCT. Provision of support to Nursing Services. Maintain Professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of policies, practices and procedures. Ensure that a Healthy and Safety environment is maintained. Monitor and control the quality of patient care. Perform quality improvement audits and survey monthly and report to senior Management. Monitor and evaluate delivery of quality care at the CHC and Clinics Ensure implantation of national and provincial initiatives (Patients' Rights Charter, Batho Pele programmes etc. Monitor and evaluate compliance to the national and provincial quality programmes EG norms and standards for the PHC and CHC package of care. Provide advice on various aspects of quality care to the institution.

**ENQUIRIES
APPLICATIONS**

: Ms. LT Msibi Tel No: (034) 995 8500, ext: 8528
: All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, 463 eDumbe Main Street Location, Paul Pietersburg, 3180, HR office No: 46. NB: Applicants are encouraged to utilize applications using courier service/hand delivery since we do not have the Post Office at Paulpietersburg or E-mail application to Getrudefikelephi.Nkosi@kznhealth.gov.za

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. All other documents will be submitted by shortlisted candidates only. The Reference Number must be indicated in the column (Part A) and provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment received within 3 months after the closing date, they must accept that their applications were unsuccessful. Shortlisted applicants who are in possession of a foreign qualification will be requested to submit an evaluation certificate from the South African Qualifications Authority (SAQA) before or on the date of interview. Non- RSA Citizens will be requested to submit Work Permit before or on the day of interview. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised posts are free to apply. Please note that S & T will not be paid to candidates who are invited for the interviews.

CLOSING DATE

: 22 August .2024

<u>POST 28/110</u>	:	<u>PROFESSIONAL NURSE KWADABEKA COMMUNITY HEALTH CENTRE (CLERMONT CLINIC-OUTREACH SERVICES) REF NO: KDC 27/2023</u> Cluster Primary Health Care
<u>SALARY</u>	:	R293 670 per annum. Plus 13th Cheque, Medical Aid (optional), Homeowners Allowance, etc. (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary.
<u>CENTRE REQUIREMENTS</u>	:	Kwadabeka Community Health Centre
<u>REQUIREMENTS</u>	:	Standard 10/Grade 12 Certificate or equivalent qualifications. Diploma/Degree in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as Professional Nurse in General and Midwifery. Applicants are submitting Z83 and CV only (All other documents will be submitted by shortlisted candidates only) Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal prescription, Good interpersonal relationships, negotiation, conflict management and counselling skills. Knowledge of sound nursing care delivery approaches in the field of key population programme. Basic knowledge of financial and Human Resource Management. Ability to formulate vision, mission and objectives for understanding of PHC re-engineering programme. Knowledge of Patients' Rights Charter and Batho Pele Principles. Ability to display professionalism and work ethics. Be prepared to work on public holidays and weekends if necessary. Ability to function within the team and in the community supervisors, and other clinicians, including report writing and data management. Recommendations: Unendorsed, valid code C1 drivers licence.
<u>DUTIES</u>	:	Provide integrated Primary Health Care service to the community and referral to relevant structures for further management. Maintain intersectoral collaboration with other government structures and other stakeholders including OSS. Mobilize MMC; assist during MMC camps, trace and follow-up on clients. Facilitate provision of preventive and promotive health in the community. Ensure maintenance of accurate data and timeous reporting to Supervisor. Monitor and evaluate staff performance through EPMDS. Ensure proper management of physical resources Conduct campaign and attend events over weekends/ public holidays. Establish Philamntwana and Philamndeni centres. Ensure proper management of physical resources. Supervise CHWs and conduct household visits. Supervise tracing of lost to follow patients for all programme.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs ZT Mazeka Tel No: (031) 714 3723
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clernaville, 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College). Alternatively can be email to: KwadabekaCHC.HRJobApplication@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. Applicants are submitting Z83 and CV only (All other documents will be submitted by shortlisted candidates only). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are submitting Z83 and CV only (All other documents will be submitted by shortlisted candidates only) 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Note: Male applicants are encouraged to apply.
<u>CLOSING DATE</u>	:	19 August 2024