

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

APPLICATIONS : 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. Applications can also submit their Z83 and CV via e-Recruitment System on www.eservices.gov.za.

FOR ATTENTION : Ms E Perumal
CLOSING DATE : 29 November 2024. Applications received after this date will not be accepted.
NOTE : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. 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. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with a disability.

MANAGEMENT ECHELON

POST 42/47 : **CHIEF DIRECTOR: PUBLIC PARTICIPATION REF NO: 48/2024(PP)**
 Chief Directorate: CDWS and Public Participation

SALARY : R1 436 022 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)

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/Communication and Public Relations coupled with 5 years experience at a senior management level within the Public Sector as well as the SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (certificate submitted prior to appointment). Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge and understanding of legislation and policy in fields related to land development and spatial planning; Development Facilitation; Strategic Management; Planning; Team development; Decision making; Problem solving; Analytical thinking; Presentation skills; Good communication skills (verbal & written); Good computer literacy in MS Office and a valid drivers licence.

DUTIES : The successful candidate will be required to manage and co-ordinate community development and enhance governance through Public Participation with the following responsibilities: Manage Public Participation initiatives in municipalities; Manage the establishment and implementation of the CDW programme; Ensure access to government services; Ensure establishment of collaboration with private sector to provide socio-economic benefits to rural communities; Management of Human/Financial Resources and the management of risk.

ENQUIRIES : Mr M Khathide Tel No: (033) 355 6482

<u>POST 42/48</u>	:	<u>DIRECTOR: INFRASTRUCTURE DEVELOPMENT REF NO: 49/2024 (MID)</u> Chief Directorate: Municipal Infrastructure Directorate: Infrastructure Development
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg The ideal candidate must be in possession of a Bachelors Degree or NQF level 7 qualification as recognised by SAQA in Civil Engineering coupled 5 years middle management experience in engineering and / or project and construction management as well as an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (certificate submitted prior to appointment). Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge and understanding of the structure and functioning of government; Budget and cash flow management; Project life cycle costing and cash flow management; Infrastructure investment planning; Relevant policies (municipal grants, infrastructure development and public service); Computer literacy (MS Office suite, management information systems project management); Supply chain management; Labour intensive construction methodologies; Financial management; Project management; Analytical and problem solving; Information management and reporting; Presentation; Planning; Leadership; Good communication skills (verbal & written); Good computer literacy in MS Office and a valid drivers licence.
<u>DUTIES</u>	:	The successful candidate will be required to manage and co-ordinate municipal infrastructure development with the following responsibilities: Manage and facilitate municipal infrastructure development programme and project management; Administer sustainable service delivery; Manage infrastructure finance; Manage the development and implementation of policies; Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Ms CH Jama Tel No: (033) 355 6477
<u>POST 42/49</u>	:	<u>DIRECTOR: INTERNAL CONTROL REF NO: 50/2024 (IC)</u> Office of the HOD Directorate: Internal Control
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg The ideal candidate must be in possession of an appropriate Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management/Internal Auditing coupled with 5 years middle management experience as well as an SMS Pre-entry (Nyukela) certificate as offered by the National School of Government (NSG) (certificate submitted prior to appointment). Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Sound knowledge and understanding of policy analysis; Project management; Audit Planning; Risk Management; PFMA and Regulations; Relevant legislation; Awareness and understanding of the Public Service; Planning; Team development; Decision making; Problem solving; Managerial skills; Financial Management; Project Management; Knowledge of Batho Pele Principles; Communication with other Government Organisations and the Private Sector; Good communication skills (verbal & written); Good computer literacy in MS Office and a valid drivers licence.
<u>DUTIES</u>	:	The successful candidate will be required to provide internal audit and risk management services to ensure compliance with policy and prescripts with the following responsibilities: Develop, review and maintain an Internal Control and Risk Management Annual Plan for the Department; Manage the Internal Auditing Service to ensure compliance with the PFMA, policies and prescripts; Manage the Risk Management process for the Department; Manage the fraud prevention strategy of the Department; Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Dr. H.B Krishnan Tel No: (033) 260 8047

- POST 42/50** : **DIRECTOR: STRATEGIC PLANNING REF NO: 51/2024 (MESP)**
 Chief Directorate: Monitoring, Evaluation and Strategic Planning
 Directorate: Strategic Planning
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an appropriate Bachelor's Degree or NQF level 7 qualification in Public Administration, Public Management or Strategic Management as recognised by SAQA, coupled with 5 years' experience at middle management level in a strategic planning/service delivery environment, as well as the SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (certificate submitted prior to appointment). Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge and understanding of relevant legislation; Project management; Awareness and understanding of the cultural climate within the Public Service; Public Service legislation; Strategic Planning and management; Batho Pele principles; Transformation of the Public Service; Project Management; Design of service standards; Leadership; Decision making; Problem solving; Organising ability; Financial management; Communication skills (verbal & written); Good computer literacy in MS Office and a valid drivers licence.
- DUTIES** : The successful candidate will be required to manage the following responsibilities: Manage the departmental strategic planning process; Manage the compilation of Business Units Operational and Business Plans; Manage the Departmental Batho Pele Programme; Provide specialised advice and guidance on Strategic Planning and Batho Pele Programmes to the Department; and manage the resources of the Directorate.
- ENQUIRIES** : Ms N Mshengu Tel No: (033) 260 8011
- POST 42/51** : **DIRECTOR: BUDGET CONTROL AND PLANNING REF NO: 52/2024 (FIN)**
 Chief Directorate: Financial Management
 Directorate: Budget Control and Planning
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an appropriate Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management (majors in Accounting, Economics or Public Finance) coupled with 5 years middle management experience in a financial environment as well as an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (certificate submitted prior to appointment). Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Sound knowledge and understanding of Policy analysis; Project management; Treasury Practice Notes; Financial Management System; Performance Budgeting – best practice & guidelines; Public Finance Management – best practices; Recognised Accounting Principles; Government processes; PFMA, Public Service Act and Regulations; Planning; Team development; Decision making; Problem solving; Financial management; Budgeting systems; Analytical skills; Management skills; Functional Ability – Maintaining accounting controls, reconciling financial discrepancies, preparing financial reports, maintaining financial security, guiding staff, answering accounting procedure enquiries; Coaching and Developing people – Ensure that staff are trained in financial practices and procedures. Improve senior management financial knowledge; Quick thinking – Provide financial information for planning and decision making and recommending courses of action where tight deadlines apply; Written and verbal – management and staff, other departments, public office bearers; Good computer literacy in MS Office and a valid drivers licence.
- DUTIES** : The successful candidate will be required to manage and co-ordinate the budget, financial planning, monitoring and reporting on behalf of the Department with the following responsibilities: Provide budget control services; Provide a financial implementation, monitoring, control and reporting service; Manage financial planning; Manage the development and implementation of policies, procedures and strategies; Manage the effective and efficient utilization of the unit's resources.

ENQUIRIES : Ms GCN Shongwe Tel No: (033) 260 8036

POST 42/52 : **DIRECTOR: INTEGRATED DEVELOPMENT PLANNING (IDP) REF NO: 53/2024 (MSDS)**
 Chief Directorate: Municipal Service Delivery Support
 Directorate: Integrated Development Planning

SALARY : R1 216 824 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelors Degree or NQF level 7 qualification as recognised by SAQA in Town and Regional Planning/Development Planning or Strategic Management coupled with 5 years middle management experience in Local Government/IDP as well as the SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (certificate submitted prior to appointment). Essential Knowledge, Skills and Competencies Required: The successful candidate must have knowledge of: Planning legislation and policy; Public Service legislation and policy in fields related to municipal planning; Strategic Management; Development Facilitation; Project Management; Planning; Team development; Decision making; Problem solving; Analytical thinking; Excellent written and verbal communication skills; Presentation skills; Application of relevant computer software packages; A valid drivers licence.

DUTIES : The successful candidate will be required to manage and support Municipal Integrated Development processes with the following responsibilities: Facilitate the alignment of IDP's with the PGDS and NDP; Manage the direction of the IDP process at municipal and provincial level; Manage support to municipalities regarding the establishment of IDP structures; Manage municipal strategic planning impact in municipalities; Manage the resources of the Directorate.

ENQUIRIES : Ms B. Ally Tel No: (033) 355 6163

OTHER POSTS

POST 42/53 : **PROJECT MANAGER: INFRASTRUCTURE DEVELOPMENT REF NO: 54/2024 (MID)**
 Chief Directorate: Municipal Infrastructure
 Directorate: Infrastructure Development

SALARY : R1 003 890 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a recognized 4-year degree/BTech/Higher National Diploma in the Civil Engineering coupled with a minimum of 3 years' experience in civil engineering. A valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of the structure and functioning of government, Project life cycle costing and cash flow management, Relevant (municipal grant and infrastructure development) policies, Advanced computer literacy (MS Office suite, management information systems project management), Supply chain management, Labour intensive construction methodologies; Financial management, Analytical and problem solving, Information management and reporting, Communication (verbal and written), Planning, Leadership; Professional, Integrity, Passionate, Innovative, Strategic, Ability to work independently.

DUTIES : The successful candidate will be required to provide engineering services within the Infrastructure Directorate supporting programme and project management with the following responsibilities:- Manage implementation and co-ordination of municipal infrastructure development programmes; Support municipal project management, Infrastructure project business planning, Monitoring and evaluation of infrastructure development projects; Support financial management of infrastructure development programmes; Support reporting on infrastructure development programmes; Manage district capacity building programmes; Manage the resources of the component.

ENQUIRIES : Ms CH Jama Tel No: (033) 355 6477

- POST 42/54** : **DEPUTY DIRECTOR: MUNICIPAL GOVERNANCE REF NO: 55/2024 (MG)**
Chief Directorate: Municipal Administration and Governance
Directorate: Municipal Governance
- SALARY** : R1 003 890 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor of Laws degree (LLB) NQF level 8 qualification as recognised by SAQA, a certificate in legislative drafting coupled with 3 years middle management experience with relevant local government knowledge post qualification, Admission as an Attorney or Advocate of the High Court and a driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of relevant legislation; the legal framework of Local Government; Awareness and understanding of the municipal environment; Policy analysis; Project management; Research and development of legislation; Practical demonstration of knowledge in Supply Chain Management; Planning; Conflict resolution; Team development; Decision making; Problem solving; Time management; Management of finances; Good communication skills (written and verbal); Communication with other Government Organisations, Private Sector; computer literacy (MS Word, Excel); Valid drivers licence.
- DUTIES** : The successful candidate will be required to support and monitor efficient municipal governance and compliance with the following responsibilities: Assess and monitor the executive authorities of municipalities; Assess the municipal council institutional framework and administer the legislative processes associated therewith; Facilitate the regulating and processing of municipal electoral matters; Support, monitor and guide municipalities with their legislative authority; Drafting of legal documents; Management of resources.
- ENQUIRIES** : Ms NP Ngwenya Tel No: (033) 355 6311
- POST 42/55** : **DEPUTY DIRECTOR PROCUREMENT REF NO: 56/2024 (SCM)**
Chief Directorate: Financial Management
Directorate: Supply Chain Management
- SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management/ Asset Management/ Supply Chain Management or a related Financial/SCM field coupled with 3 years junior management experience in a supply chain management environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Practical demonstration of knowledge in Supply Chain Management; Sound knowledge of the PFMA, Treasury Regulations, SCM and other prescripts; Knowledge of Broad Based Black Economic Empowerment; Knowledge of Cooperatives/SMME development; Knowledge of private sector supplier trends and commodities; Knowledge of procurement planning and demand management; Knowledge of credit management; Good planning, decision making and problem solving skills; Ability to develop the unite into a team; Numeracy skills, computer literacy (MS Word, Excel); Valid Code 8 drivers licence (must be prepared to drive official vehicles).
- DUTIES** : The successful candidate will be required to provide credit management services with the following responsibilities: Manage demand management services; Manage acquisitions; Manage credit management services; Administer and manage service provider contracts and service level agreements; Ensure the development of related policies and procedures and the implementation thereof; Manage the resources of the sub-directorate.
- ENQUIRIES** : Ms GCN Shongwe Tel No: (033) 260 8036
- POST 42/56** : **DEPUTY DIRECTOR: FINANCIAL PLANNING REF NO: 57/2024 (FIN)**
Chief Directorate: Financial Management
Directorate: Budget Control and Planning
- SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE REQUIREMENTS : Pietermaritzburg
 : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management or a related financial field coupled with 3 years management and administrative experience in a Financial Environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have knowledge of:- Policy analysis; Project management; Practice Notes; Financial Management System; Performance Budgeting – best practice & guidelines; Public Finance Management – best practices; Generally Recognised Accounting Principles (GRAP); Government processes; Financial Planning; Planning; Team development; Decision making; Problem solving; Report writing & general (academic) writing skills; Financial management; Budgeting systems; Analytical skills; Management skills; Functional Ability – Maintaining accounting controls, reconciling financial discrepancies, preparing financial reports, maintaining financial security, guiding staff, answering accounting procedure enquiries; Coaching and Developing people – Ensure that staff are trained in financial practices and procedures. Improve senior management financial knowledge; Quick thinking – Provide financial information for planning and decision making and recommending courses of action where tight deadlines apply; Good communication (verbal and written); Computer Literacy in Ms Office and a valid drivers licence.

DUTIES : The successful candidate will be required to provide a financial planning, implementation, monitoring, control and reporting service with the following responsibilities: Monitor and evaluate financial performance; Determine framework and guidelines for financial reporting; Compile MTEF standards; Co-ordinate implementation of the PFMA and prescripts; Manage the effective and efficient utilization of human resources.

ENQUIRIES : Ms SZ Khumalo Tel No: (033) 260 8306

POST 42/57 : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: 58/2024 (MESP)**
 Chief Directorate: Monitoring, Evaluation and Strategic Planning
 Directorate: Strategic Planning

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE REQUIREMENTS : Pietermaritzburg
 : The ideal candidate must be in possession of a National Diploma/NQF Level 6 qualification in Strategic Management, Public Administration or Public Management, coupled with 3 to 5 years' experience at junior management level in the field of Strategic Planning and a valid Drivers Licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have sound knowledge and understanding of: Relevant legislation; Project management; Public Service legislation; Strategic Planning and management; Design of performance indicators; Leadership skills; Decision making skills; Problem solving skills; Organising ability; Financial management skills; Computer literacy; and good communication skills (verbal and written).

DUTIES : The successful candidate will be required to manage the following responsibilities: Facilitate the Departmental Strategic Planning process; Facilitate the compilation of Annual Performance Plans and Business Plans for Departmental Business Units; Align strategic, annual and business plans to national and provincial plans; Develop and implement policies, frameworks, guidelines and toolkits; and Provide administration services.

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

POST 42/58 : **DEPUTY DIRECTOR: PROSECUTIONS REF NO: 59/2024 (MAG)**
 Chief Directorate: Municipal Administration and Governance
 Directorate: Municipal Investigations

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE REQUIREMENTS : Pietermaritzburg
 : The ideal candidate must be in possession of an appropriate Bachelor's degree in law or an equivalent qualification coupled with 3 to 5 years' experience in the prosecution of criminal and civil cases; National Security Clearance and a Valid Drivers Licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Extensive knowledge and understanding of the Criminal Procedure Act, Prevention of Organised Crime Act, Public Service

Act, Law of Evidence, the Municipal Finance Management Act and Local Government Legislation; Interpretation and application of legislation and policy; Decision making and problem solving skills; Give evidence in criminal, civil proceedings or litigation and disciplinary enquiries and Commissions of enquiry; Good communication skills both written and verbal; Computer literacy in MS Office; Communication with other Government Organisations and Private Sector.

DUTIES : The successful candidate will be required to ensure implementation of forensic investigation recommendations within municipalities with the following responsibilities: Facilitate and coordinate criminal prosecutions; Facilitate and coordinate civil recovery processes; Facilitate and coordinate disciplinary matters; Liaise with SAPS, the National Prosecuting Authority and other law enforcement agencies; Analyse trends and develop policies and guidelines; Manage the resources of the sub-directorate.

ENQUIRIES : Ms S Govender Tel No: (031) 204 1768

POST 42/59 : **DEPUTY DIRECTOR: RESEARCHER REF NO: 60/2024 (MESP)**
Chief Directorate: Monitoring, Evaluation and Strategic Planning
Directorate: Policy And Research

SALARY : R849 702 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an appropriate National Diploma/Degree or NQF level 6 qualification in Public Administration, Public Management, Social Sciences or Development Studies as recognised by SAQA, coupled with 3 years' experience in the field of Research and Research methodology. Essential Knowledge, Skills and Competencies Required: The successful candidate must have sound knowledge and understanding of: -the Interpretation of relevant legislation; Research Procedures; Awareness and understanding of the cultural climate within the Public Service; Policy development; Research; Planning; Proposal writing; Report writing; Good communication skills (verbal and written); Communication with other Government Organisations, Private Sector and Educational Institutions; Knowledge management, Computer Literacy in MS Office and a valid drivers licence.

DUTIES : The successful candidate will be required to conduct and implement transverse systemic and integrated research and analysis for the Department with the following responsibilities: Coordinate and integrate research activities of the Directorate; Identify areas of research and analysis and develop initial policy position papers; Manage outstanding research matters between the Directorate and all Business Units and Research Institutions; Manage research activities of the Senior Manager; and Manage the production and publication of research results.

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

POST 42/60 : **ASSISTANT DIRECTOR: PUBLIC RELATIONS, MARKETING AND ADVERTISING REF NO: 61/2024 (CC)**
Chief Directorate: Corporate Communication
Directorate: Public Relations, Marketing and Advertising

SALARY : R444 036 per annum (Level 09)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Degree/ 3-year National Diploma in Communication/ Public Relations/ Journalism coupled with 3 years' experience in Communication/Public Relations/Journalism. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Knowledge of Public Relations, brand development and media buying; Knowledge of generic management processes; Media monitoring systems; Public Service legislation and Policies; Constitution; Communication Policy; Brand development and management; Media Buying; Photography; Communication campaigns; Events Management; Performance Management; Computer literacy; Photography; Problem solving; Financial Management; Social Media Management; Decision making; Leadership; Strategic communication; Project management; Listening; Time Management; Presentation; good communication skills (Writing, Editing and Verbal).

- DUTIES** : The successful candidate will be required to administer the public relations, marketing and advertising services of the Department with the following responsibilities: Render a communication media buying advertising service; Ensure the provision of advertising material for the Department; Develop the departmental brand and maintain the corporate image and identity; Ensure the positioning and marketing of the departmental brand; Supervise the staff and ensure adequate resources of the Sub Directorate.
- ENQUIRIES** : Ms N Africander Tel No: (033) 897 5741
- POST 42/61** : **SENIOR COMMUNICATIONS OFFICER: VIDEOGRAPHER REF NO: 62 /2024 (CC)**
Chief Directorate: Corporate Services
Directorate: Corporate Communications
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Visual Communication / Videography coupled with 1-3 years' relevant experience in a multi-media environment; A valid Driver's Licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of Video production, editing and video camera operation, Script writing for video, Digital assets management, Video duplication technology, Knowledge of corporate identity, Internal communication, Social Media Management, Public Service legislation and Policies, Communications Policy, Project Management, Video camera technique, Graphic composition, Lighting technique, Video editing and editing, software and hardware, Script writing, Knowledge of Digital Asset Management; Interviewing technique skills, Operating advanced video equipment, Computer literacy Writing, Design and layout, Problem solving, Decision making, Leadership, Project management, Listening, Time Management, Presentation; Meet deadlines and work under pressure, the ability to work in a team, creative ability, proactiveness, ability to communicate with all levels of society, ability to grasp concepts and formulate messages, approachable, able to network, Honest, Creative; Good communication with Internal staff and management, private sector organizations, public, other departments; Good Computer Literacy in Ms Office.
- DUTIES** : The successful candidate will be required to provide high quality videography and edited inserts for the Department with the following responsibilities: - Conduct video prep and production work; Conduct video post-production work; Archiving, logging and supply of footage; Provide proper care of the camera equipment and its accessories to ensure its longevity; Provide general administrative support for the unit.
- ENQUIRIES** : Ms N Africander Tel No: (033) 897 5741
- POST 42/62** : **PERSONAL ASSISTANT TO CHIEF DIRECTOR (X11 POSTS)**
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Pietermaritzburg:
Chief Directorate: Municipal Service Delivery Support: Ref No: 63/2024 (PA)
Chief Directorate: Traditional Resource Administration: Ref No: 64/2024 (PA)
Chief Directorate: Municipal Administration and Governance: Ref No: 65/2024 (PA)
Chief Directorate: CDW'S and Public Participation: Ref No: 66/2024 (PA)
Chief Directorate: Capacity Development: Ref No: 67/2024 (PA)
Chief Directorate: Municipal Infrastructure: Reference: 68/2024 (PA)
Chief Directorate: Corporate Services: Ref No: 69/2024 (PA)
Chief Directorate: Municipal Local Economic Development Support: Ref No: 70/2024 (PA)
Chief Directorate: Chief Financial Officer: Ref No: 71/2024 (PA)
Chief Directorate: Monitoring, Evaluation and Strategic Planning: Ref No: 72/2024 (PA)
Director: Office of The Head of Department: Ref No: 73/2024 (PA)
- REQUIREMENTS** : The ideal candidate must be in possession of a Secretarial Diploma or equivalent qualification coupled with 3-5 years experience in rendering a support service to senior management. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Computer software; Office management; Basic knowledge on financial management;

Knowledge of the relevant legislation/policies/prescripts and procedures; Good language skills; Good telephone etiquette; Computer literacy; Sound organisational skills; Good people skills; Ability to do research and analyze documents and situations; Good written and verbal communication skills; Ability to communicate well with people at different levels and from different backgrounds; a valid drivers licence.

- DUTIES** : The successful candidate will be required to render a secretarial support service to the senior manager with the following responsibilities: Provides a secretarial/receptionist support service to the manager; Renders administrative support services; Provides support to the manager regarding meetings; Supports the manager with the administration of the managers budget; Studies the relevant Public Service and Departmental prescripts/policies and other documents and ensures that the application thereof is properly understood.
- ENQUIRIES** : Advocate KI Janse Van Rensburg Tel No: (033) 260 8001

DEPARTMENT OF HEALTH

OTHER POSTS

- POST 42/63** : **HEAD CLINICAL UNIT (ANAESTHESIOLOGY) REF NO: HCU ANAESTH/2/2024**
Department: Anaesthetics
(Re-advertisement, all those that have previously applied are eligible to re-apply)

- SALARY** : Grade 1: R1 976 070 per annum, all-inclusive salary package, (excluding commuted overtime). NB: There is no direct appointment to grade 2.

- CENTRE** : Inkosi Albert Luthuli Hospital
- REQUIREMENTS** : MBChB Degree; FCA (SA) or M.Med in Anaesthesia. Registration with HPCSA as a "Specialist Anaesthesiologist". Plus 5 years' experience as a "Specialist Anaesthesiologist" after registration with HPCSA and 2024 -2025 registration with HPCSA. Recommendation: Experience in managing clinical services in a > 350 bed hospital. Proven track record in providing postgraduate teaching. Other proven managerial experience. Experience in a tertiary environment. Proven ability to provide specialised anaesthesia care in specialised domains or special interest. Track record of academic publications. Knowledge, Skills, Experience and Competencies: Good communication, leadership, decision-making and clinical skills. Sound knowledge of clinical procedures and protocols within the discipline. An in-depth knowledge of the functioning of the Anaesthesia Department. Sound knowledge of management and human resources. Sound knowledge of current health and Public Service legislation and policy. The applicant will be expected to manage anaesthesia in a wide range of areas including areas of their special interest, as well as areas of need. Ability to perform appropriate specialised procedures, such as ultrasound guided regional blocks and vascular access, and trans-oesophageal or transthoracic or echocardiography, and complex airway management including fiberoptic intubations. Preoperative assessment, intra-operative management and postoperative care of patients undergoing anaesthesia. Proven academic capabilities and training experience. Participation in the After Hours call system is essential. Behavioural Attributes: Ability to work within a team, to supervise teams and junior staff, and be supervised. Stress tolerance. Ability to adapt and to respond timeously to changing work environments. Self-confidence. Capacity to build and maintain relationships. Good communication skills. Leadership and decision making skills. Knowledge of conflict resolution and disciplinary procedures. To be a professional and promote professionalism in the field of anaesthesia.

- DUTIES** : Manage the Anaesthetic department of a quaternary hospital in conjunction with the HCU and other HCUs. Participate in the clinical anaesthetic service of a quaternary hospital by: Providing consultant cover in theatre daily. Providing after-hour consultant cover in Anaesthetics. Participating in pre-operative assessment and perioperative care of high-risk patients in the anaesthetic clinic. Undertaking development of sub-specialty services at IALCH. Peri-operative Analgesic Service. Specialised Surgical Services. Participate in outreach programs for the development of safe anaesthetic services in the IALCH catchment area. Participate in the departmental teaching programs for post-graduate and nursing staff. Undertake appropriate clinical research and support the research efforts of junior staff. The department is a training site for

the Nelson Mandela School of Medicine. The occupant of this post will need to take on a significant role in this respect. Provide and ensure effective and efficient managerial and supervisor responsibilities by: Ensuring effective utilisation and placement of staff Maintaining discipline and ensure that staff act with integrity and professionalism within the law. Delegating duties without lessening one's own responsibility and accountability for actions taken on one's behalf. Liaising with hospital management regarding infrastructure needs including financial, physical, equipment, staff and support of the Anaesthetic Department. Maintain self-development and staff development by CPD and CME activities. Co-ordinate participation in Quality Improvement measures by staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programs. Provide support to the Metropolitan Head of Department, in ensuring an efficient standard of patient care and that services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources. This post will operate in conjunction with other Head Clinical Unit posts in Anaesthesia and Pain Medicine based in IALCH: It is envisaged that these posts will share duties and responsibilities. This will facilitate optimum service provision at IALCH and the relevant drainage area.

**ENQUIRIES
APPLICATIONS**

: Dr L Cronje Tel No: (031) 240 1804/5
 : 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 or email to: applications@ialch.co.za

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

: 29 November 2024

POST 42/64

: **MEDICAL OFFICER REF NO: CTK 11/2024**
 Branch: Human Resources
 Component: TB & ARV Services

SALARY

: Grade 1: R949 146 - R1 021 911 per annum
 Grade 2: R1 082 988 – R1 182 183 per annum
 Grade 3: R1 253 415 – R1 561 734 per annum
 Other Benefits: 18% Inhospitable Allowance, 13th Cheque, Commuted overtime.

CENTRE

: Christ The King Hospital

REQUIREMENTS

: **Grade 1:** Senior Certificate / Grade 12. MBChB Degree. Diploma in HIV/ AIDS TB/MDR-TB. Registration as an Independent Medical Practitioner with the Health Professions Council of SA. Registration with HPCSA (2024). 3-5 Years appropriate experience as a Medical Officer after registration as an Independent Medical Practitioner. **Grade 2:** Senior Certificate / Grade 12. MBChB Degree. Diploma in HIV/ AIDS TB/MDR-TB. Registration as an Independent Medical Practitioner with the Health Professions Council of SA. Registration with HPCSA (2024). 5 Years appropriate experience as a Medical Officer after registration as an Independent Medical Practitioner. **Grade 3:** Senior Certificate / Grade 12. MBChB Degree. Diploma in HIV/AIDS TB/MDR-TB. Registration as an Independent Medical Practitioner with the Health Professions Council of SA. Registration with HPCSA (2024). 10 Years appropriate experience as a Medical Officer after registration as an Independent Medical Practitioner. Recommendations: Possession of a diploma in HIV/AIDS/TB/MDR-TB and Previous work experience in the field of HIV/AIDS case management will be an added advantage. Knowledge, Skills, Training and Competences Required: Candidates must be able to perform a detailed clinical assessment of patients with medical surgical and most importantly HIV/AIDS related conditions and complications and provide ongoing care of individual patients. Good knowledge of TB AND MDR-TB case management, development of protocols and strategies for reduction of virological failure within the sub district. Recommendation: Possession of a diploma in HIV/AIDS/TB/MDR-TB and Previous work experience in the field of HIV/AIDS case management will be an added advantage.

DUTIES

: Active participation in ward rounds and care of individual patients. Clinical support and mentorship of patients with junior colleagues in management of HIV/AIDS cases. Participation in the academic programme and development of protocols directed at effectively reducing HIV/AIDS, TB/TB-MDR. Ensure Adherence and attend to virological failure issues within the sub district. Performance of outpatient clinic duties. Clinical support of the clinics and staff in management of related cases. The successful applicant will be required to perform after hours' duties at Christ the king hospital. Candidates are required to participate in outreach activities of the department with regard to PHC. Candidates are expected to perform administrative functions related job described above. Ensure all admissions are clerked and compile discharge summaries. Adhere to departmental treatment guidelines and policies. Provide ongoing care of individual patients. Good knowledge of TB AND MDR-TB case management, development of protocols and strategies for reduction of virological failure within the sub district. Perform a detailed clinical assessment of patients. With medical surgical and most importantly HIV/AIDS related conditions and complications.

ENQUIRIES APPLICATIONS

: Dr. L Ogbeiwi (Acting Medical Manager: CTK Hospital) Tel No: (039) 834 7506
: Applications may be forwarded to: Assistant Director: HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter Hauff Drive, Ixopo, 3276. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address ChristTheKingHospital.JobApp@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs." (Njabulo.dlamini2@kznhealth.gov.za) NB: Failure to comply with the above instructions will disqualify applicants.

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 detailed Curriculum Vitae. Only Shortlisted candidates will be required to submit Certified copies of Identity Document, Senior Certificate and the highest required qualification to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 05/2024. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and

verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

- CLOSING DATE** : 02 December 2024
- POST 42/65** : **CLINICAL PROGRAMME CO-ORDINATOR REF NO: ETH DO 7/2024 (X2 POSTS)**
(District Care and Support-Adherence Facilitator)
- SALARY** : R520 560 – R587 508 per annum, (plus benefits). Benefits: 13th Cheque, homeowner's allowance and Medical aid (optional employee must meet prescribed conditions)
- CENTRE** : EThekwini District Office
- REQUIREMENTS** : Senior Certificate/ Grade 12. Diploma/ Degree in Health/ Social Sciences/ General Nursing & Midwifery. A minimum of seven years' appropriate/ recognizable experience as General Nurse. Current registration with SANC in General Nursing and Midwifery. 2024 SANC Receipt. A valid driver's license. Advantage: Computer literacy with a proficiency in MS Office Software applications. Knowledge, Skills Training and Competencies Required: Knowledge of Public health sector experience in adherence to care and treatment and disclosure policies. Knowledge of District Health systems strengthening TB and HIV programmes. Sound knowledge of National DoH Adherence Guidelines and of Integrated Access to Care and Treatment policies and procedures. Knowledge of community structures and local government structures. Computer literacy (MS Office programmes). Project management skills. Excellent communication skills (written and verbal). Coordination and Facilitation skills for coaching, training and development. Good presentation skills. Good interpersonal skills. Analytical skills. Ability to build and maintain relationships with internal and external stakeholders. Ability to work under pressure. Strong client service focus. Ability to manage competing priorities and meet deadlines within tight time frames. Staying up to date with services, policies, and regulations. Excellent record-keeping, analytical skills and report writing skills.
- DUTIES** : Participate in the Development of the District Health Plan, Operational and HAST business plan. Coordinating community mobilization for linkage and retention in care activities. Monitor and support eLABS and Results for action, viral load management. Support the utilisation of the adherence cadres that are already operating and engagement with other Departments and other stakeholders. Promote the delivery of services offered to different groups with the aim to enhance quality, efficiency and client satisfaction. Ensure that the facility develop a system for tracking and tracing clients who do not attend their club meetings and follows up within seven - fourteen days to determine whether they have collected their medication. Ensure that the service needs of clients are met and linking them to the appropriate resources and providers. Develop a stakeholder directory of adherence care and support service agencies and providers for referral processes. Facilitate that health talks and health education in the facility's waiting room, informing patients of available options for differentiated care are conducted. Ensure that the Adherence club schedule is made available to the facility including venues and dates are shared with decanting Clinicians for cohorting purposes. Ensure continuous utilization of an adherence plan for the individuals and support groups. Support the implementation and functioning of the Literacy classes and adherence clubs. Evaluate the quality of all adherences, care and support services and identifying areas that need improvements. Coordinate implementation of CCMDD programme. Support the implementation and utilisation of SyNCH. Compile report to inform the coverage and uptake of patients (HIV, TB and NCDs) decanted to Facility Pick up Points (Fac PuPs), Adherence Clubs and External Pick-up Points (Ext PuPs). Compile weekly, monthly and Quarterly performance reports.
- ENQUIRIES** : Miss ES Mbambo, Deputy Director Clinical & Programmes EThekwini District Office Tel No: (031) 273 5281, Ext. 5313
- APPLICATIONS** : all applications should be forwarded to: Hand delivery: The HR Manager, EThekwini District Office, 85 King Cetshwayo Highway, Mayville, Durban, 4000 or Posted: The HR Manager, EThekwini District Office, Private Bag X54318,

Durban, 4000. or emailed to EthekwiniDistrictHealth.HRJobApplication@kznhealth.gov.za

NOTE : Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Detailed Curriculum Vitae must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission only from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification if shortlisted will have to provide an evaluation certificate from the South African Qualifications Authority (SAQA). Non- RSA Citizens/Permanent Residents/ Work Permit holders if shortlisted will be required to provide documentary proof. 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.

CLOSING DATE : 29 November 2024

POST 42/66 : **PROFESSIONAL NURSE SPECIALTY (ADVANCE MIDWIFERY) REF NO: INA ADM 02/2024 (X3 POSTS)**

SALARY : Grade 1: R451 533 - R530 376 per annum
Grade 2: R553 545 - R686 211 per annum
Other Benefits: 13th cheque Homeowners allowance (employee must meet prescribed requirements, Medical Aid (Optional) and 8% rural allowance.

CENTRE : KZN Health linanda C CHC

REQUIREMENTS : Grade 12/ Matric or equivalent, Degree/Diploma in general nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. One year post basic qualification in Advanced Midwifery accredited with the SANC. Certificate of service endorsed by your Human Resource Department (only shortlisted candidates). **Grade 1:** Experience: a minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing Plus one year Post Basic Nursing Qualification in Advanced Midwifery. **Grade 2:** Experience: a minimum of 14 years appropriate / recognizable experience in nursing of which at least 10 years must be appropriate recognizable experience after obtaining the one year Post basic qualification in advanced midwifery. Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal frameworks i.e. Nursing Acts, Mental Act OH& S Act, Labour Relations Act Batho Pele and patient right Charter. Good insight of procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Computer skills on basic programs.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional legal framework. Ensuring clinical nursing practice by the nursing team in accordance with the Scope of Practice and nursing standards as determined by the relevant health facility. Implement activities aimed at the improvement of women's health. Ensure high quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMMA objectives, ESMOE, KINC, Helping Babies Breathe (HBB) BBI. Identify high risks clients during antenatal and post-natal periods, manage and refer accordingly. Ensure that other antenatal care programs i.e. BANC are implemented to enhance care to all pregnant women. Ensure implementation and integration of HAST programs in O&G departments within the facility. Ensure accurate and proper record keeping for statistical purposes. Ensure

adherence to the principles of infection prevention and control practices in the unit. Assess and identify the relationship between normal and physiological and specific system, alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates. Able to identify, manage, assist medical officer and refer obstetric emergencies according to protocols and guidelines. Participate in training, monitoring and research with the view to increasing the body of knowledge in the midwifery practice. Assist in planning and coordinating of training and promote learning opportunities for all nursing categories. Ensure compliance to qualify, IPC, Ideal CHC Hospital realization and maintenance (HRM) and norms and standards. Complete patient related data, partake in PPIP and attend peri-natal meetings. Collate and analyze data before submitting to the next level. Promote, instil and maintain discipline, professionalism and work ethics among employees. Manage the utilization and supervision of resources. Demonstrate an in-depth understanding of legislation and related nursing practices and how this impact on service delivery. Maintain a constructive working relationship with multidisciplinary team members. Monitor and report patient and safety incidence and patient's complaints. Assist in orientation and mentoring of staff.

**ENQUIRIES
APPLICATIONS**

: Ms. NN Nhlapho (AMN) Tel No: (031) 519 0455
 : to be forwarded to or courier: Sindisiwe.gumede@kznhealth.gov.za or The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080 or hand delivered to Human Resource Department, C 135 Umshado Road, Inanda, 4309.

NOTE

: Directions to candidates: The following documents must be submitted, Application for Employment form (Z83) which is obtainable at any Government Department or from the Website – 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 the shortlisted candidates. Z 83 form must be completed in full manner that allows a selection committee to assess the quality of candidate based on the information provided on the form. Persons in possession of the foreign qualification will be required to bring an evaluation certificate from the South African Qualification Authority (SAQA) when shortlisted. The Post Reference Number must be indicated in the column provided on the form Z83 e.g. INA ADM 02/2024. NB: Failure to comply with the above instruction will disqualify applicants. Persons with disabilities should feel free to apply also African males are encouraged to apply. This department is an equal opportunity, affirmative action employer whose aim is to promote represent in all categories in the department. The appointment is subject to the positive outcome obtained from the following checks, (Security checks, Credits records, qualification, citizenship and previous experience verifications). Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to short listed candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful. African males are encouraged to apply.

CLOSING DATE

: 29 November 2024. Applications must be submitted on or before the closing date.

POST 42/67

: **PROFESSIONAL NURSE SPECIALTY (CRITICAL CARE/TRAUMA NURSING SCIENCE) - (GRADE 1, 2) REF NO: INA TRA 04/2024 (X1 POST)**

SALARY

: Grade 1: R451 533 - R530 376 per annum
 Grade 2: R553 545 - R686 211 per annum
 Benefits: 13th Cheque, homeowner allowance, and Medical aid optional and 8%rural allowance. (Employee must meet prescribed policy requirements)

**CENTRE
REQUIREMENTS**

: KZN Health Inanda C CHC
 : Senior /Matric Certificate or equivalent. Degree/Diploma in general nursing registered with SANC. One Year Post Basic Qualification degree/Diploma in Critical CARE/ Trauma Nursing Science, registered with SANC. Current South African Nursing Council receipt-license to practice (2024). Previous work experience/certificate of service endorsed by your Human Resource Department Experience Required: **Grade 1:** A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing with a Post Basic in Critical Care/Trauma Nursing Science. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as

Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Critical Care/Trauma Nursing after obtaining the One (1) year Post Basic Qualification in Critical Care /Trauma Nursing Science. Recommendation: Diploma or Degree in Midwifery with SANC. Knowledge, Skills and Competencies and Training Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal frameworks i.e. Nursing Acts, Mental Act OH& S Act, Labour Relations Act Batho Pele and patient right Charter. Strong interpersonal, communication and presentation skills. 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.

DUTIES : Provide holistic specialized quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Develop /establish and maintain constructive working relationship with nursing and other stakeholders. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, National Core Standards, Occupational Health and Safety Act and all other applicable prescripts. Manage and supervise effective utilization of all the resources e.g. human, financial material. Display a concern for patience, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Ensure the unit complies with Infection Prevention and Control. Participate in staff development using EPMDS System and other work related programmes and training. Support and mentor student Nurses. Ensure compliance to qualify, IPC, Ideal CHC, Hospital realization OHSC and maintenance (HRM) and norms standard. Exercise control over discipline, grievance and all Labour Relations issues. Actively participate in resuscitation activities in the unit. Must be able to handle medical, surgical and trauma emergencies and high risk conditions.

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 or email to Sindisiwe.gumede@kznhealth.gov.za

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 TRA 04/2024. 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 are 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 : 29 November 2024

POST 42/68 : **CLINICAL NURSE PRACTITIONER-(GRADE 1, 2) REF NO: INA CNP 03/2024 (X2 POSTS)**

SALARY : Grade 1: R451 533 - R530 376 per annum
 Grade 2: R553 545 - R686 211 per annum
 Benefits: 13th Cheque, homeowner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE : KZN Health Qadi Clinic
REQUIREMENTS : 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 or email to Sindisiwe.gumede@kznhealth.gov.za

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 03/2024. 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 : 29 November 2024

POST 42/69 : **CLINICAL NURSE PRACTITIONER-(GRADE 1, 2) REF NO: QADI CNP 01/2024 (X1 POST)**

SALARY : Grade 1: R451 533 - R530 376 per annum
 Grade 2: R553 545 - R686 211 per annum

**CENTRE
REQUIREMENTS**

Benefits: 13th Cheque, homeowner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

: KZN Health Qadi Clinic
: 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
APPLICATIONS**

: Ms. SL Cele (OM) Tel No: (031) 519 0455
: Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080 or email to Sindisiwe.gumede@kznhealth.gov.za

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 are 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

: 29 November 2024

POST 42/70 : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL STREAM) REF NO: UMZ 07/2024 (X3 POSTS)**

SALARY : R307 473 per annum. Other Benefits:13th Cheque, Homeowner Allowance (conditions apply), Medical Aid (Optional), Danger Allowance, 12% Rural Allowance

CENTRE : Umzimkhulu Psychiatric Hospital

REQUIREMENTS : Senior Certificate/Matric or equivalent qualification. Basic R425 qualification (i.e. Degree/Diploma in General Nursing and Midwifery) that allows for registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with South African Nursing Council (2024). Recommendation: Basic Diploma in Psychiatric Nursing Sciences. Knowledge, Skills, Training and Competencies Required: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices such as, Nursing Act, Mental Health Act, Health Act, Occupational Health and Safety Act, etc. and how this impacts on service delivery. Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Report writing skills. Demonstrate good communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Plan and organize own work and that of support personnel to ensure proper nursing care. Computer Literacy.

DUTIES : Provide direction and supervision for the implementation of nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in implementation of the National Core Standards and Six Priorities of the Department. Maintain accurate and complete patient records according to legal requirements. Maintain professional growth/ethical standards and self-development. Ensure the provision of accurate statistical information for data management. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Prevention and Control standards, Occupational Health and Safety Act and prevention of medical/legal risks. Exercise control over discipline, grievance and labour relations issues. Assist with relief duties of the supervisor and act as a shift leader on both day and night when necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements. Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. NB: Must be prepared to work shifts as per allocation; includes night shift, weekends and public holidays.

ENQUIRIES : Ms. P.N Mbelu Tel No: (039) 259 0310

APPLICATIONS : Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 or Drop Off in the application Box, Umzimkhulu Hospital, 3297 or email: Umzimkhulu.E-Recruitment@kznhealth.gov.za.

FOR ATTENTION : Mr. E.N. Bangani

NOTE : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za. Only Z83 and Curriculum Vitae must be attached starting the relevant experience, all other documents will be requested to the shortlisted candidates only. NB: Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of foreign

qualification will be required to bring evaluation certificate from the South African Qualifications Authority (SAQA) and Non-RSA Citizens / Permanent Residents/ Work Permit will also be requested on the shortlisted candidates only This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE

:

13 December 2024