

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 43 OF 2023

DATE ISSUED 24 NOVEMBER 2023

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

APPLICATIONS

- : Direct your application using the address indicated below: **National Office:** Address: Private Bag X81, Pretoria, 0001 or Hand deliver to 329 Pretorius Street, C/o Pretorius and Sisulu Street, Pretoria, 0001. Enquiries: Ms. Samantha Fisher Tel No: (012) 315 4843 or Mr. Tokelo Moja Tel No: (012) 315 4847
- Gauteng Provincial Office:** Address: The Provincial Head: Gauteng, Private Bag X6, Johannesburg, 2000 or hand deliver to 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg. Enquiries: Ms Rachel Moabelo Tel No: (011) 332 9019
- Mpumalanga Provincial Office:** Address: Private Bag X 11249, Nelspruit 1200 or hand deliver to physical address: 24 Brown Street, 4th Floor, Nedbank Building, Nelspruit, 1200. Enquiries: Ms KN Zwane Tel No: (013) 753 9367 or Ms Sedibe E Tel No: (013) 753 9370
- KwaZulu-Natal Provincial Office:** Address: Interested applicants must submit their applications for internship programme to the Justice offices / Magistrate's Courts where the position they are applying for is advertised. The Provincial Head, Private Bag X 54372, Durban 4000 or hand deliver to Provincial Office, 2 Devonshire place (off Anton Lembede Street) Durban. Enquiries: Ms Naicker R Tel No: (031) 372 3082 or Zulu Mondli Tel No: (031) 372 3077 and Mtolo Mduduzi Tel No: (031) 372 3076
- Northern Cape Provincial Office:** Address: Department of Justice, New Public Building (Court Building), Corner Knight and Stead Street, Kimberley, 8301, 7th Floor. Enquiries: Mr. R Muller Tel No: (053) 802 1317(27) or Mr J Tope Tel No: (053) 802 1317(66)
- Free State Provincial Office:** Address: Private Bag X20578 Bloemfontein 9300, or hand deliver to Physical Address 53 Colonial Building Charlotte Maxeke Street, Bloemfontein, 9300. Enquiries: Ms Letsela D Tel No: (051) 407 1831
- Limpopo Provincial Office:** Address: Private Bag X9526, Polokwane, 0700 or hand deliver 92 Bok Street, Polokwane, 0700. Enquiries: Ms Mongalo MP Tel No: (015) 287 2037, Ms Lamola V Tel No: (015) 287 2035, Ms Manyaja M Tel No: (015) 287 2026, Mr Mongwe PM Tel No: (015) 287 2034 or Mathosa M Tel No: (015) 287 2147
- North West Provincial Office:** Address: Department of Justice and Constitutional Development, Private Bag X2033, Mmabatho, 2735 or hand deliver Provincial Office North West, 22 Molopo Road, Ayob Gardens, Mafikeng. Enquiries: Ms Tshegetso G Tel No: (018) 397 7070 or Mr Bothole T Tel No: (018) 397 7111
- Western Cape Provincial Office:** Address: Provincial Head: Private Bag X 9171, Cape Town, 8000 or hand deliver to physical address: No. 8 Riebeeck Street, 5th Floor, Norton Rose House Building, Cape Town, 8000. Enquiries: Ms L Keyster Tel No: (021) 462 5471 or Ms R Hendricks Tel No: (021) 462 5471
- Eastern Cape Provincial Office:** Address: The Provincial Head Eastern Cape, Provincial Office East London, Private Bag X9065, East London, 5200 or hand deliver to Physical Address No 3 Phillip Frame Road, Chiselhurst, East London, 5200. Enquiries: Dr M Feni Tel No: (043) 702 7029 Ms. N Dyani Tel No: (043) 702 7009 Mr L Qayi Tel No: (043) 702 7003 or Mr P Hattingh Tel No: (043) 702 7000

CLOSING DATE

: 11 December 2023

NOTE: The Department of Justice and Constitutional Development (DOJ&CD) invites all the unemployed graduates to gain workplace experience in the respective field of study. Interested applicants must submit their applications for internship to the address specified in each post. 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. Application that do not comply with the above specifications will not be considered and will be disqualified. A pre-employment security screening will be conducted on RSA citizenship, credit record and verification of qualification. The outcome of this screening will be considered to determine suitability for employment. The DOJ&CD is an equal opportunity

employer and candidates with disability are encouraged to apply. Who should apply? Unemployed South African graduates and TVET students, with a tertiary qualification in one of the below -mentioned fields of study who have not previously participated in any internship programme and In-service training. These internships are based in all Provinces. Candidates who wish to apply for internship outside their respective Provinces must be able to find their own accommodation considering that they will not be earning a salary but only a stipend. Separate applications must be made for each Provincial Office which you are applying for and quoting the relevant reference number for the centre of your choice. Successful applicants will be placed in a post of Youth Development (150 posts), at the centre of their choice for a period of 18 months for TVET Students and 24 months for Graduate Students and remunerated a stipend depending on the qualification obtained as follows.

YOUTH DEVELOPMENT PROGRAMME 2023/24

OTHER POSTS

- POST 43/01** : **YOUTH DEVELOPMENT – ADMINISTRATION**
Duration: 24 Months
- STIPEND** : National Diploma up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month
All 4 years and Professional degrees up to R7 000 per month
Master's Degree up to R7 500 per month
- CENTRE** : National Office:
Justice College Ref No: YD/NO/01 (X5 Posts)
Constitutional Development Ref No: YD/NO/02 (X2 Posts)
HRD Ref No: YD/NO/03 (X1 Post)
Facility Management Ref No: YD/NO/04 (X1 Post)
Strategic Planning Ref No: YD/NO/05 (X2 Posts)
Monitoring and Evaluation Ref No: YD/NO/06 (X2 Posts)
Service Delivery Ref No: YD/NO/07 (X2 Posts)
Programme and Projects Management Ref No: YD/NO/08 (X1 Post)
- REQUIREMENTS** : National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Public Management, Public Administration, Business Management, Administration and Office Administration.
- POST 43/02** : **YOUTH DEVELOPMENT – HUMAN RESOURCE MANAGEMENT/HUMAN RESOURCE DEVELOPMENT REF NO: YD/NO/09 (X2 POSTS)**
Duration: 24 Months
- STIPEND** : National Diploma up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month
All 4 years and Professional degrees up to R7 000 per month
Master's Degree up to R7 500 per month
- CENTRE** : National Office – HRD
- REQUIREMENTS** : National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Human Resource Management/ Human Resource Development.
- POST 43/03** : **YOUTH DEVELOPMENT – VIDEOGRAPHER REF NO: YD/NO/10 (X1 POST)**
Duration: 24 Months
- STIPEND** : National Diploma up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month

		All 4 years and Professional degrees up to R7 000 per month Master's Degree up to R7 500 per Month
<u>CENTRE REQUIREMENTS</u>	:	National Office – PEC National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree/equivalent certificates in Video production.
<u>POST 43/04</u>	:	<u>YOUTH DEVELOPMENT – PHOTOGRAPHER REF NO: YD/NO/11 (X1 POST)</u> Duration: 24 Months
<u>STIPEND</u>	:	National Diploma up to R5 000 per month Bachelor's Degree up to R5 500 per month Post Graduate Diploma Professional Qualification up to R6 500 per month Honours Degree up to R6 500 per month All 4 years and Professional degrees up to R7 000 per month Master's Degree up to R7 500 per month
<u>CENTRE REQUIREMENTS</u>	:	National Office – PEC National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree /equivalent certificates in Photography.
<u>POST 43/05</u>	:	<u>YOUTH DEVELOPMENT – GRAPHIC DESIGN REF NO: YD/NO/12 (X1 POST)</u> Duration: 24 Months
<u>STIPEND</u>	:	National Diploma up to R5 000 per month Bachelor's Degree up to R5 500 per month Post Graduate Diploma Professional Qualification up to R6 500 per month Honours Degree up to R6 500 per month All 4 years and Professional degrees up to R7 000 per month Master's Degree up to R7 500 per month
<u>CENTRE REQUIREMENTS</u>	:	National Office – PEC National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree /equivalent certificates in Graphic Design.
<u>POST 43/06</u>	:	<u>YOUTH DEVELOPMENT – PROPERTY MANAGEMENT REF NO: YD/NO/13 (X1 POST)</u> Duration: 24 Months
<u>STIPEND</u>	:	National Diploma up to R5 000 per month Bachelor's Degree up to R5 500 per month Post Graduate Diploma Professional Qualification up to R6 500 per month Honours Degree up to R6 500 per month All 4 years and Professional degrees up to R7 000 per month Master's Degree up to R7 500 per month
<u>CENTRE REQUIREMENTS</u>	:	National Office – Facility Management National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Real Estate/equivalent certificates.
<u>POST 43/07</u>	:	<u>YOUTH DEVELOPMENT – FACILITY MANAGEMENT REF NO: YD/NO/14 (X1 POST)</u> Duration: 24 Months
<u>STIPEND</u>	:	National Diploma up to R5 000 per month Bachelor's Degree up to R5 500 per month Post Graduate Diploma Professional Qualification up to R6 500 per month Honours Degree up to R6 500 per month All 4 years and Professional degrees up to R7 000 per month Master's Degree up to R7 500 per month
<u>CENTRE REQUIREMENTS</u>	:	National Office – Facility Management National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Built Environment/ equivalent certificates.

- POST 43/08** : **YOUTH DEVELOPMENT – LEGAL SERVICES**
Duration: 24 Months
- STIPEND** : National Diploma up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month
All 4 years and Professional degrees up to R7 000 per month
Master's Degree up to R7 500 per month
- CENTRE** : Gauteng Provincial Office:
Atteridgeville Magistrate Court Ref No: YD/GP/01 (X1 Post)
Soweto Magistrate Court Ref No: YD/GP/02 (X1 Post)
Tembisa Magistrate Court Ref No: YD/GP/03 (X1 Post)
- REQUIREMENTS** : Bachelor of Laws (LLB).
- POST 43/09** : **YOUTH DEVELOPMENT – PROVINCIAL OFFICE**
- STIPEND** : National Diploma up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month
All 4 years and Professional degrees up to R7 000 per month
Master's Degree up to R7 500 per month
- CENTRE** : Mpumalanga Provincial Office:
State Attorney High Court Nelspruit Ref No: YD/MP/01 (X2 POSTS)
Masters of The High Court Nelspruit Ref No: YD/MP/02 (X1 POST)
- REQUIREMENTS** : Bachelor of Laws (LLB)
- POST 43/10** : **YOUTH DEVELOPMENT – PROVINCIAL OFFICE**
Duration: 24 Months
- STIPEND** : National Diploma up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month
All 4 years and Professional degrees up to R7 000 per month
Master's Degree up to R7 500 per month
- CENTRE** : Kwa-Zulu Natal Provincial Office – Administration:
Pinetown Ref No: YD/KZN/01 (X1 POST)
Kwadukuza Ref No: YD/KZN/02 (X1 POST)
State Attorney: Durban Ref No: YD/KZN/03 (X1 POST)
- REQUIREMENTS** : National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Public Management, Public Administration, Business Management, Administration and Office Administration
- POST 43/11** : **YOUTH DEVELOPMENT – PROVINCIAL OFFICE REF NO: YD/FS/01 (X2 POSTS)**
Duration: 24 Months
- STIPEND** : National Diploma up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month
All 4 years and Professional degrees up to R7 000 per month
Master's Degree up to R7 500 per month
- CENTRE** : Free State Provincial Office – Finance (Bloemfontein)
- REQUIREMENTS** : National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree Financial Management, Accounting Science e.g Financial Accounting, Management Accounting, Taxation

- POST 43/12** : **YOUTH DEVELOPMENT – PROVINCIAL OFFICE REF NO: YD/FS/02 (X1 POST)**
Duration: 24 Months
- STIPEND** : National Diploma up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month
All 4 year and Professional degrees up to R7 000 per month
Master's Degree up to R7 500 per month
- CENTRE REQUIREMENTS** : Free State Provincial Office – Legal (Bloemfontein)
Bachelor of Laws (LLB).
- POST 43/13** : **YOUTH DEVELOPMENT – PROVINCIAL OFFICE**
Duration: 24 Months
- STIPEND** : National Diploma Up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month
All 4 years and Professional degrees up to R7 000 per month
Master's Degree up to R7 500 per month
- CENTRE** : Northern Cape Provincial office:
Provincial Office Kimberly Ref No: YD/NC/01 (X1 Post)
Kimberly Magistrate Office Ref No: YD/NC/02 (X1 Post)
Springbok Ref No: YD/NC/03 (X1 Post)
- REQUIREMENTS** : Bachelor of Laws (LLB).
- POST 43/14** : **YOUTH DEVELOPMENT – PROVINCIAL OFFICE REF NO: YD/LP/01 (X1 POST)**
Duration: 24 Months
- STIPEND** : National Diploma up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month
All 4 years and Professional degrees up to R7 000 per month
Master's Degree up to R7 500 per Month
- CENTRE REQUIREMENTS** : Limpopo Provincial Office – Human Resource Management
National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Human Resource Management.
- POST 43/15** : **YOUTH DEVELOPMENT – PROVINCIAL OFFICE REF NO: YD/LP/02 (X1 POST)**
Duration: 24 Months
- STIPEND** : National Diploma up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month
All 4 years and Professional degrees up to R7 000 per month
Master's Degree up to R7 500 per month
- CENTRE REQUIREMENTS** : Limpopo Provincial Office – Finance
National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Financial Management, Accounting Science e.g Financial Accounting, Management Accounting, Taxation.

- POST 43/16** : **YOUTH DEVELOPMENT – PROVINCIAL OFFICE REF NO: YD/LP/03 (X1 POST)**
Duration: 24 Months
- STIPEND** : National Diploma up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month
All 4 years and Professional degrees up to R7 000 per month
Master's Degree up to R7 500 Per Month
- CENTRE REQUIREMENTS** : Limpopo Provincial Office – Administration
National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Management Assistant, Public Management, Public Administration, Business Management.
- POST 43/17** : **YOUTH DEVELOPMENT – LEGAL SERVICES REF NO: YD/NW/01 (X3 POSTS)**
Duration: 24 Months
- STIPEND** : National Diploma up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month
All 4 years and Professional degrees up to R7 000 per month
Master's Degree up to R7 500 per month
- CENTRE REQUIREMENTS** : North West Provincial Office
Bachelor of Laws (LLB).
- POST 43/18** : **YOUTH DEVELOPMENT – PROVINCIAL OFFICE**
Duration: 24 Months
- STIPEND** : National Diploma up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month
All 4 years and Professional degrees up to R7 000 per Month
Master's Degree up to R7 500 per month
- CENTRE REQUIREMENTS** : Western Cape Provincial Office – Administration:
West Coast District Vredendal Ref No: YD/WC/01 (X2 Posts)
Southern Cape District Laingsburg Ref No: YD/WC/02 (X1 Post)
- REQUIREMENTS** : National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Public Management, Public Administration.
- POST 43/19** : **YOUTH DEVELOPMENT – PROVINCIAL OFFICE REF NO: YD\EC\01 (X1 POST)**
Duration: 24 Months
- STIPEND** : National Diploma up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month
All 4 years and Professional degrees up to R7 000 per Month
Master's Degree up to R7 500 per Month
- CENTRE REQUIREMENTS** : Eastern Cape Provincial Office – New Brighton
Bachelor of Laws (LLB).
- POST 43/20** : **YOUTH DEVELOPMENT – PROVINCIAL OFFICE**
Duration: 24 Months
- STIPEND** : National Diploma Up to R5 000 per month
Bachelor's Degree up to R5 500 per month
Post Graduate Diploma Professional Qualification up to R6 500 per month
Honours Degree up to R6 500 per month

	:	All 4 years and Professional degrees up to R7 000 per month Master's Degree up to R7 500 per month
<u>CENTRE</u>	:	Eastern Cape Provincial Office – Administration: Lusikisiki Ref No: YD/EC/02 (X1 Post) Sturkspruit Ref No: YD/EC/03 (X1 Post)
<u>REQUIREMENTS</u>	:	National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Public Management, Public Administration, Office Administration.
<u>POST 43/21</u>	:	<u>TVET INTERNSHIP – FINANCE REF NO: NOTVET/ 15 (X1 POST)</u> Duration: 18 Months
<u>STIPEND</u>	:	N6 Certificate up to R4 500 per month
<u>CENTRE</u>	:	National Office – Financial Management Services
<u>REQUIREMENTS</u>	:	N6 in Financial Management, Accounting, Management Accounting or Financial Accounting.
<u>POST 43/22</u>	:	<u>TVET INTERNSHIP – SUPPLY CHAIN REF NO: NOTVET/ 16 (X1 POST)</u> Duration: 18 Months
<u>STIPEND</u>	:	N6 Certificate up to R4 500 per month
<u>DURATION</u>	:	18 Months
<u>CENTRE</u>	:	National Office – Financial Management Services
<u>REQUIREMENTS</u>	:	N6 in Supply Chain Management
<u>POST 43/23</u>	:	<u>TVET INTERNSHIP – LOGISTICS REF NO: NOTVET/ 17 (X1 POST)</u> Duration: 18 Months
<u>STIPEND</u>	:	N6 Certificate up to R4 500 per month
<u>CENTRE</u>	:	National Office – Financial Management Services
<u>REQUIREMENTS</u>	:	N6 in Logistics.
<u>POST 43/24</u>	:	<u>TVET INTERNSHIP – ASSETS REF NO: NOTVET/18 (X1 POST)</u> Duration: 18 Months
<u>STIPEND</u>	:	N6 Certificate up to R4 500 per month
<u>CENTRE</u>	:	National Office – Financial Management Services
<u>REQUIREMENTS</u>	:	N6 in Assets Management.
<u>POST 43/25</u>	:	<u>TVET INTERNSHIP – ADMINISTRATION REF NO: NOTVET/19 (X2 POSTS)</u> Duration: 18 Months
<u>STIPEND</u>	:	N6 Certificate up to R4 500 per month
<u>CENTRE</u>	:	National Office – Truth and Reconciliation Commission (TRC)
<u>REQUIREMENTS</u>	:	N6 in Public Management, Public Administration, Business Management, Administration and Office Administration.
<u>POST 43/26</u>	:	<u>TVET INTERNSHIP – RECORDS MANAGEMENT REF NO: NOTVET/ 20 (X2</u> <u>POSTS)</u> Duration: 18 Months
<u>STIPEND</u>	:	N6 Certificate up to R4 500 per month
<u>CENTRE</u>	:	National Office – Records Management
<u>REQUIREMENTS</u>	:	N6 in Records Management
<u>POST 43/27</u>	:	<u>TVET INTERNSHIP – ADMINISTRATION/RECEPTIONIST REF NO: NOTVET/</u> <u>21 (X2 POSTS)</u> Duration: 18 Months
<u>STIPEND</u>	:	N6 Certificate up to R4 500 per month
<u>CENTRE</u>	:	National Office – Security Management

REQUIREMENTS : N6 in Public Management, Public Administration, Business Management, Administration and Office Administration.

POST 43/28 : **TVET INTERNSHIP – ADMINISTRATION**
Duration: 18 Months

STIPEND CENTRE : N6 Certificate up to R4 500 per month
Gauteng Provincial Office:
Masters Pretoria Ref No: GPTVET/04 (X5 Posts)
Masters JHB Ref No: GPTVET/05 (X5 Posts)

REQUIREMENTS : N6 in Management Assistant, Public Management, Public Administration, Business Management.

POST 43/29 : **TVET INTERNSHIP – ADMINISTRATION**
Duration: 18 Months

STIPEND CENTRE : N6 Certificate up to R4 500 per month
Mpumalanga Provincial Office:
Graskop Magistrate Office Ref No: MPTVET/03 (X1 Post)
Nelspruit Magistrate Office Ref No: MPTVET/04 (X1 Post)
Master of The High Court Nelspruit Ref No: MPTVET/05 (X4 Posts)

REQUIREMENTS : N6 in Management Assistant, Public Management, Public Administration, Business Management.

POST 43/30 : **TVET INTERNSHIP – LEGAL ADMINISTRATION REF NO: MPTVET/06 (X4 POSTS)**
Duration: 18 Months

STIPEND CENTRE REQUIREMENTS : N6 Certificate up to R4 500 per month
Mpumalanga Provincial Office Nelspruit
N6 in Legal Secretary/equivalent certificates.

POST 43/31 : **TVET INTERNSHIP – ADMINISTRATION**
Duration: 18 Months

STIPEND CENTRE : N6 Certificate up to R4 500 per month
Kwa-Zulu Natal Provincial Office – Administration:
Msinga Ref No: KZNTVET/04 (X1 Post)
Pinetown Ref No: KZNTVET/05 (X3 Posts)
Mpumalanga Ref No: KZNTVET/06 (X1 Post)
Nqutu Ref No: KZNTVET/07 (X1 Post)
Hlanganani Ref No: KZNTVET/08 (X1 Post)
Bergville Ref No: KZNTVET/09 (X1 Post)
KwaDukuza Ref No: KZNTVET/10 (X1 Post)
Ixopo Ref No: KZNTVET/11 (X1 Post)

REQUIREMENTS : N6 in Management Assistant, Public Management, Public Administration, Business Management.

POST 43/32 : **TVET INTERNSHIP – ADMINISTRATION**
Duration: 18 Months

STIPEND CENTRE : N6 Certificate up to R4 500 per month
Free State Provincial Office – Administration:
Welkom Magistrate Court Ref No: FSTVET/03 (X1 Post)
Kroonstad Magistrate Court Ref No: FSTVET/04 (X1 Post)
Bloemfontein Magistrate Court Ref No: FSTVET/05 (X1 Post)
Phuthaditjhaba Magistrate Court Ref No: FSTVET/06 (X1 Post)
Trompsburg Magistrate Court Ref No: FSTVET/07 (X1 Post)
Family Advocate Welkom Ref No: FSTVET/08 (X1 Post)
State Attorney Bloemfontein Ref No: FSTVET/09 (X1 Post)
Masters Bloemfontein Ref No: FSTVET/10 (X1 Post)
Jacobsdal Magistrate Office Ref No: FSTVET/11 (X1 Post)

<u>REQUIREMENTS</u>	:	Dewesporp Magistrate Office Ref No: FSTVET/12 (X1 Post) N6 in Management Assistant, Public Management, Public Administration, Business Management.
<u>POST 43/33</u>	:	<u>TVET INTERNSHIP – ADMINISTRATION</u> Duration: 18 Months
<u>STIPEND CENTRE</u>	:	N6 Certificate up to R4 500.00 per month Northern Cape Provincial Office: Kimberly Ref No: NCTVET/04 (X1 Post) Galeshewe Ref No: NCTVET/05 (X1 Post) Pampier Stad Ref No: NCTVET/06 (X1 Post) Barkley West Ref No: NCTVET/07 (X1 Post) Garies Ref No: NCTVET/08 (X1 Post) Calvinia Ref No: REF NCTVET/09 (X1 Post) Willistone Ref No: NCTVET/10 (X1 Post) Olifantshoek Ref No: NCTVET/11 (X1 Post) Kuruman Ref No: NCTVET/12 (X1 Post) Kakamas Ref No: NCTVET/13 (X1 Post)
<u>REQUIREMENTS</u>	:	N6 in Management Assistant, Public Management, Public Administration, Business Management.
<u>POST 43/34</u>	:	<u>TVET INTERNSHIP – ADMINISTRATION</u> Duration: 18 Months
<u>STIPEND CENTRE</u>	:	N6 Certificate up to R4 500 per month Limpopo Provincial Office: Moutse Magistrate Court Ref No: LPTVET/04 (X1 Post) Tsitale Magistrate Court Ref No: LPTVET/05 (X1 Post) Seshego Magistrate Court Ref No: LPTVET/06 (X1 Post) Nkoankoa Magistrate Court Ref No: LPTVET/07 (X1 Post) Phalaborwa Magistrate Court Ref No: LPTVET/08 (X1 Post) Mokopane Magistrate Court Ref No: LPTVET/09 (X1 Post) Mahwelereng Magistrate Court Ref No: LPTVET/10 (X1 Post) Thabazimbi Magistrate Court Ref No: LPTVET/11 (X1 Post)
<u>REQUIREMENTS</u>	:	N6 in Management Assistant, Public Management, Public Administration, Business Management.
<u>POST 43/35</u>	:	<u>TVET INTERNSHIP – FINANCE</u> Duration: 18 Months
<u>STIPEND CENTRE</u>	:	N6 Certificate up to R4 500 per month Limpopo Provincial Office: Moutse Magistrate Court Ref No: LPTVET/12 (X1 Post) Tshitake Magistrate Court Ref No: LPTVET/13 (X1 Post)
<u>REQUIREMENTS</u>	:	N6 in Financial Management, Financial Accounting, Management Accounting.
<u>POST 43/36</u>	:	<u>TVET INTERNSHIP – ADMINISTRATION REF NO: NWTVET/02 (X3 POSTS)</u> Duration: 18 Months
<u>STIPEND CENTRE</u>	:	N6 Certificate up to R4 500 per month North West Provincial Office
<u>REQUIREMENTS</u>	:	N6 in Management Assistant, Public Management, Public Administration, Business Management.
<u>POST 43/37</u>	:	<u>TVET INTERNSHIP – FINANCE REF NO: NWTVET/03 (X3 POSTS)</u> Duration: 18 Months
<u>STIPEND CENTRE</u>	:	N6 Certificate up to R4 500 per month North West Provincial Office
<u>REQUIREMENTS</u>	:	N6 in Financial Management, Financial Accounting, Management Accounting

POST 43/38 : **TVET INTERNSHIP – PARALEGAL REF NO: NWTVET/04 (X2 POSTS)**
Duration: 18 Months

STIPEND : N6 Certificate up to R4 500 per month
CENTRE : North West Provincial Office
REQUIREMENTS : N6 in Paralegal

POST 43/39 : **TVET INTERNSHIP – RECORDS MANAGEMENT REF NO: NWTVET/05 (X2 POSTS)**
Duration: 18 Months

STIPEND : N6 Certificate up to R4 500.00 per month
CENTRE : North West Provincial Office
REQUIREMENTS : N6 in Records Management

POST 43/40 : **TVET INTERNSHIP – ADMINISTRATION**
Duration: 18 Months

STIPEND : N6 Certificate up to R4 500 per month
CENTRE : Western Cape Provincial Office:
Caledon Ref No: WCTVET/03 (X1 Post)
Hermanus Ref No: WCTVET/04 (X1 Post)
Beaufort West Ref No: WCTVET/05 (X1 Post)
Lainsburg Ref No: WCTVET/06 (X1 Post)
Clanwilliam Ref No: WCTVET/07 (X2 Posts)
Van Rhynsdorp Ref No: WCTVET/08 (X1 Post)
Malmesbury Ref No: WCTVET/09 (X1 Post)
Paarl Ref No: WCTVET/10 (X1 Post)
Stellenbosch Ref No: WCTVET/11 (X1 Post)

REQUIREMENTS : N6 in Management Assistant, Public Management, Public Administration, Business Management.

POST 43/41 : **TVET INTERNSHIP – ADMINISTRATION OR HUMAN RESOURCE MANAGEMENT**
Duration: 18 Months

STIPEND : N6 Certificate up to R4 500 per month
CENTRE : Eastern Cape Provincial Office:
Mount Frere Ref No: ECTVET/04 (X1 Post)
Komgha Ref No: ECTVET/05 (X1 Post)
Port Alfred Ref No: ECTVET/06 (X1 Post)
Mount Fletcher Ref No: ECTVET/07 (X1 Post)
Matatiele Ref No: ECTVET/08 (X1 Post)

REQUIREMENTS : N6 in Management Assistant, Public Management, Public Administration, Business Management/ Human Resource Management.

POST 43/42 : **TVET INTERNSHIP – ADMINISTRATION OR HUMAN RESOURCE MANAGEMENT REF NO: CATHCART-ECTVET/09 (X1 POST)**
Duration: 18 Months

STIPEND : N6 Certificate up to R4 500 per month
CENTRE : Eastern Cape Provincial Office
REQUIREMENTS : N6 in Management Assistant, Public Management, Public Administration, Business Management.

POST 43/43 : **TVET INTERNSHIP – ADMINISTRATION / HUMAN RESOURCE MANAGEMENT / FINANCE**
Duration: 18 Months

STIPEND : N6 Certificate up to R4 500 per month
CENTRE : Eastern Cape Provincial Office:
East London Ref No: ECTVET/10 (X2 Posts)

REQUIREMENTS

: Queenstown Ref No: ECTVET/11 (X2 Posts)
N6 in Management Assistant, Public Management, Public Administration,
Business Management/ Human Resource Management/ Financial Management,
Financial Accounting, Management Accounting.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the following post (**for Cullinan Care & Rehabilitation Centre**) was advertised in Public Service Vacancy Circular 42 dated 18 November 2023, The Requirements have been amended as follows: Deputy Manager: Nursing PN-A8 with Ref No: CCRC/DPN/11/2023: A basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Degree and post graduate qualification in Administration, Education and Management will be an added advantage. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate experience at Assistant Manager level or above. Computer literacy and Driver's license essential. Applicants must be able to work under pressure. Understanding the application of the relevant statutes and policies governing Public Service, nursing profession and corporate governance. In-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17. Knowledge and skills: have strong leadership skills, good verbal and written communication skills, sound interpersonal skills, project management skills, financial and human resources management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Understanding of Performance Management and Development System. Understanding of Strategic Planning. Knowledge of PFMA and Treasury Regulations. Understanding the Application of Batho Pele Principles, Patient's Rights Charter, and Quality Assurance system. Understanding of managing workplace discipline, well developed communication, presentation, negotiations, and research skills. Understanding of hospital indicators. The closing date has been extended to 08 December 2023.

Kindly note that the following post (**For Kalafong Provincial Tertiary Hospital**) of Professional Nurse Specialty (PNB 1- 2) Accident & Emergency ,Theater, Trauma, Advanced Midwifery, Child Nursing Science/Critical Care And Neonatal, Orthopaedics) (X13 Posts) that was advertised in Public Service Vacancy Circular 41 dated 10 November 2023, the correct departments are: Accident & Emergency, Theater Trauma, Advanced Midwifery, Child Nursing Science/Critical Care And Neonatology, Orthopaedics .The closing date has been extended to 01 December 2023.

OTHER POSTS

<u>POST 43/44</u>	:	<u>MEDICAL SPECIALIST PSYCHIATRIST POST GRADE 1 REF NO: SPEPSYCH/SRH/11/23</u> Directorate: Clinical: Medical Department
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 214 805 per annum, (inclusive package) South Rand Hospital Appropriate qualification (Degree) that allows registration with the Health Professional Council of South Africa (HPCSA) as an Independent Psychiatrist (FC Psych or MMed Psychiatry and current Registration with HPCSA as Specialist Psychiatrist)
<u>DUTIES</u>	:	To provide safe, ethical and high quality care through the development of standards, audits and risk management in the Psychiatry Unit. Provide expert advice and clinical support to the clinical staff in the Psychiatry Unit. Active participation in quality improvement programs including clinical audits and continuous professional development activities. Assist with the setting of protocols for management of Psychiatric patients. Attend administrative matters as it pertains to the unit. Empower in a respectful manner the medical and nursing staff through evidence based best practice. Attend to meetings and workshops as needed. Comply with all legal prescripts of the Mental Health Act, legislatives,

policies, circulars, procedures, guidelines and code of conduct for public service. Implement quality assurance processes and evaluate compliance to the Ideal Hospital Framework. Adhere to correct channels of communication as per hospital organogram. Maintain clinical, professional and ethical standards. Assist the Clinical Manager and hospital management with the development and implementation of guidelines, protocols and clinical audits as needed to optimize patient care in wards and outpatient.

- ENQUIRIES** : Dr ME Letwaba Clinical Manager Tel No: (011) 681 2000/8
- APPLICATIONS** : Applications must be hand delivered at South Rand District Hospital, Friars Hill Road, Rosettenville, 1st Floor application box, or emailed to Recruitment1.Soutrand@gauteng.gov.za
- NOTE** : New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated CV specifying all experiences indicating the respective dates (DD/MM/YY) as well as indicating three references with the following information: name and contact numbers, email address and an indication of the capacity in which the reference is known to the candidate. The relevant reference must be quoted in the application form. Copies of your qualifications and Identity document do not need to be attached. Only shortlisted candidates will be required to submit certified copies of your qualifications and Identity documents on or before the interview date following communication from HR. In terms of the National Qualifications Framework Amendment Act 2019, it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified. People with disabilities are encouraged to apply. The Hospital reserves a right to fill or not fill the post. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks.
- CLOSING DATE** : 08 December 2023
- POST 43/45** : **MEDICAL OFFICER GRADE 1-3 REF NO: MEDOFFICER/SRH/11/23**
- SALARY** : R906 540 - R1 197 150 per annum, (inclusive package)
- CENTRE** : South Rand Hospital
- REQUIREMENTS** : Appropriate qualification (Degree) that allows registration with the Health Professional Council of South Africa (HPCSA) as an Independent Medical Practitioner. **Grade 1:** None experience after registration with HPCSA as a Medical Practitioner. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner.
- DUTIES** : The incumbent will be responsible to provide safe, ethical and high quality healthcare and treatment to patients at South Rand Hospital. The incumbent will be responsible to ensure effective and efficient services to contribute to optimal patient care. Participating in all activities relating to medical services in relation to teaching and research. Participating in departmental audit activities, preparing and writing of reports. Supervising junior doctors (undergraduate students, interns and community service doctors). Improve quality of care by providing appropriate clinical care and also participating in multi-disciplinary team. Perform all the administrative functions required, give feedback and monthly reports to the Clinical Manager. Assist with ongoing staff development and facilitate student training. Engage in meetings with other disciplines and ensure that they are informed about medical practices. Implement quality assurance processes and evaluate compliance to the Ideal Hospital Framework. Actively take part in hospital activities and committees. The officer may be allocated by the Clinical Manager to any medical discipline depending on the operational requirement.
- ENQUIRIES** : Dr ME Letwaba Clinical Manager Tel No: (011) 681 2000/8
- APPLICATIONS** : Applications must be hand delivered at South Rand District Hospital, Friars Hill Road, Rosettenville, 1st Floor application box, or emailed to Recruitment1.Soutrand@gauteng.gov.za

- NOTE** : New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated CV specifying all experiences indicating the respective dates (DD/MM/YY) as well as indicating three references with the following information: name and contact numbers, email address and an indication of the capacity in which the reference is known to the candidate. The relevant reference must be quoted in the application form. Copies of your qualifications and Identity document do not need to be attached. Only shortlisted candidates will be required to submit certified copies of your qualifications and Identity documents on or before the interview date following communication from HR. In terms of the National Qualifications Framework Amendment Act 2019, it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified. People with disabilities are encouraged to apply. The Hospital reserves a right to fill or not fill the post. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks.
- CLOSING DATE** : 08 December 2023
- POST 43/46** : **MEDICAL REGISTRAR (DERMATOLOGY) REF NO: REFS/019341**
Directorate: Internal Medicine
- SALARY** : R906 540 per annum, (all-inclusive package). Please note that the salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Registrar. Registration with the HPCSA as a Medical Registrar. No experience required after registration with HPCSA as a Medical Registrar. The following will be added advantages: Preference will be given to candidates with experience in Internal Medicine, Rheumatology, Allergy and Immunology. Applicants with a strong focus in research and teaching and independent practice with HPCSA will be given preference. Essential Skills: Patient first mentality; General management skills; Excellent communication skills; Good professional judgment; Integrity and professional dependability; Leadership experience; Conflict management; Cost-containment; Management training and experience; Technology and computer skills; Problem-solving experience; Coaching and mentoring experience. Academic: Participation in the academic duties of the Wits Internal Medicine and Dermatology Department and related Departments/Sub Specialties. Performance of research within the department. Completion of a MMED report and courses as prescribed to by WITS University. Registration with WITS University for an MMED is mandatory. Training and supervision of fellow Registrars, Medical Officers, Medical Interns and medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
- DUTIES** : As a Medical Registrar, the candidate will be responsible for the clinical management of general dermatological related. The incumbent will be required to lead, to be an active participant in academic, service delivery and research and teaching. Will be required to do daily clinics, consults, attend multidisciplinary meetings. This is cluster-based appointment and also a joint appointment onto the Wits University Dermatology registrar circuit. As a Registrar, the incumbent will be required to supervise fellow Registrars, Medical Officers, Intern Doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include overtime in Dermatology and or Internal Medicine at the cluster hospital complex. Rotation on the circuit will be mandatory. The desired candidate will be required to set an appropriate example of an exemplary Medical Practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff.
- ENQUIRIES** : Prof. AD Mahomed Tel No: (011) 488 3654
Ms MP Rapetswa Tel No: (011) 488 3711

- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, African Males and African Females are encouraged to apply.
- CLOSING DATE** : 08 December 2023
- POST 43/47** : **REGISTRAR(MEDICAL) REF NO: EHD2023/12/02**
Directorate: Family Medicine
- SALARY** : R906 540 – R947 046 per annum, (all-inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 with appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Must be a South African citizen. At least one-year experience as a Medical Officer post-community service preferably in primary care setting.
- DUTIES** : The incumbent's responsibilities include providing medical care including interviewing, investigating, diagnosing, and managing patients. Rotate through all service points in the service and training platforms – clinics, hospitals, community-based services and community-oriented primary care platforms in district and WITS. Participate in all clinical, academic, and professional activities of the family medicine discipline, including teaching and research, clinical audits, preparing and writing of reports, liaison and communication services and community liaison. Supervise undergraduate students, interns, community service doctors and medical officers. Reduce medical litigation by exercising good clinical ethos and implementing and monitoring adherence to National Core Standards (norms and standards). Ensure that record keeping is done for all clinical work and complete medico-legal documents timeously e.g., Sick notes, admission discharges and death certificate. Attend relevant clinical, administrative, and academic meetings such as mortality and morbidity review, and near-miss meetings, departmental meetings, journal clubs, case presentations, lectures, and ward rounds, both at the district and at Wits (as necessary). Participate in the multidisciplinary healthcare teams for the management of patients. Participation in the Commuted overtime by rendering after-hour (night, weekend, and public holiday) duties is compulsory.

- ENQUIRIES** : Dr S Agbo -District Family physician Tel No: (011) 878 8548
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. Registrars will be based in the district training platforms and jointly appointed between Ekurhuleni Health district/ Gauteng Provincial Government and the University of the Witwatersrand (WITS). This joint contract post is for a maximum duration of four (4) years training and continuation in the post is subject to satisfactory academic progression and good clinical/ethical/professional standings on the clinical training platforms, as periodically determined by the clinical platforms in the districts and the Department of Family medicine and primary care, WITS. A registrar will exit post at end of four years or when unable to demonstrate satisfactory academic progress. Exit from either component of the joint post, automatically translates to exit from both. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 08 December 2023
- POST 43/48** : **DENTIST GRADE 1/2/3 REF NO: DENTOMP11/23**
Directorate: Oral Maxillofacial Pathology
- SALARY** : Grade 1: R880 521 per annum, (all-inclusive salary package), (excluding commuted overtime)
Grade 2: R1 034 373 per annum, (all-inclusive salary package), (excluding commuted overtime)
Grade 3: R1 197 150 per annum, (all-inclusive salary package), (excluding commuted overtime)
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration with HPCSA as a Dentist in the category of independent practice. Post community service experience as a Dentist preferably with exposure to undergraduate teaching and training. Applicants must have proven interest in Oral and Maxillofacial Pathology, be registered for or hold an MSc Dent Degree/equivalent or postgraduate qualification in Oral and Maxillofacial Pathology.
- DUTIES** : Dentist will be responsible for clinical service rendering including extended clinical platforms, teaching and training, conduct research and participate in all departmental activities and related administration. Ability to perform under pressure and meet deadlines. Incumbent will also be expected to participate in relevant committees, as and when necessary.
- ENQUIRIES** : Dr SP Ngwenya: Sizakele.Ngwenya@wits.ac.za
HCD: Oral Maxillofacial Pathology
- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017. Direct applications must be delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown. No faxed applications will be accepted.

- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as and current proof of HPCSA where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position.
- CLOSING DATE** : 08 December 2023
- POST 43/49** : **CLINICAL PSYCHOLOGIST GRADE 1 – GRADE 3 (RE-ADVERTISEMENT)**
REFERENCE NUMBER: EHD2023/12/03
Directorate: Mental Health Services (NGCT)
- SALARY** : Grade 1: R790 077 – R866 658 per annum, (all-inclusive remuneration package)
Grade 2: R918 630 – R1 018 047 per annum, (all-inclusive remuneration package)
Grade 3: R1 063 611 – R1 249 254 per annum, (all-inclusive remuneration package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 with appropriate qualification(degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Clinical Psychologist. **Grade 1:** Less than 8 years relevant experience required after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** At least 8 years, but less than 16 years, relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** 16 years and more relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Experience in psychiatry or community mental health will be an added advantage. Annual Practice Certificate. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. A valid driver's license is essential.
- DUTIES** : Provide psychological services to adults, adolescents, and children (assess, treat, rehabilitate and refer to ensure continuity of care). Conduct psychometric assessments and neuropsychological assessments. Work within a multidisciplinary team. Provide consultation-liaison psychology services within the clinics. Render outreach programmes, coordinate and manage provision of psychology services. Research and capacity building responsibilities, including training and/or supervision of community service psychologists. Carry out administrative duties. Plan and prepare for all internal and external audits. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery in line with National Standards.
- ENQUIRIES** : Dr BJK Motshwane Tel No: (011) 876 1717
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required

to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

- CLOSING DATE** : 08 December 2023
- POST 43/50** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2023/12/04**
Directorate: Primary Health Care
- SALARY** : R627 474 – R703 752 per annum
- CENTRE** : Kwa – Thema CHC (ESDR)
- REQUIREMENTS** : Grade 12 with basic qualification accredited with SANC in terms of Government Notice R425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government Notice No R48 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy and driver's license is essential. Knowledge of all Legislation relevant to Health Care Services.
- DUTIES** : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when the need arises.
- ENQUIRIES** : Ms T Moeketsi at (083) 233 5751
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the

interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

- CLOSING DATE** : 08 December 2023
- POST 43/51** : **OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2023/12/05**
Directorate: PHC
- SALARY** : R627 474 – R703 752 per annum, (plus benefits)
- CENTRE** : Ethafeni CHC (NSDR)
- REQUIREMENTS** : Grade 12 with Basic qualification accredited with SANC in terms of Government Notice 425 (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Advanced Midwifery and Neonatal Nursing Science). Computer literacy and a valid Driver's license is essential. Knowledge of all Legislation relevant to Health Care Services.
- DUTIES** : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when the need arises.
- ENQUIRIES** : Ms GS Mateza Tel No: (011) 565 5160
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks

and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

- CLOSING DATE** : 08 December 2023
- POST 43/52** : **OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2023/12/06**
Directorate: PHC
- SALARY** : R627 474 – R703 752 per annum, (plus benefits)
- CENTRE** : Esangweni CHC (NSDR)
- REQUIREMENTS** : Grade 12 with Basic qualification accredited with SANC in terms of Government Notice 425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Advanced Midwifery and Neonatal Nursing Science). Computer literacy and a valid Driver's license is essential. Knowledge of all Legislation relevant to Health Care Services.
- DUTIES** : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when the need arises.
- ENQUIRIES** : Ms GS Mateza Tel No: (011) 565 - 5160
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity

profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 08 December 2023

POST 43/53 : **OPERATIONAL MANAGER PNB3 (NEONATAL ICU) REF NO: REFS/TMH/2023/11 (X1 POST)**
Directorate: Nursing Services

SALARY : R627 474 per annum, (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic qualification in Child Nursing Science/Neonatal Intensive Care with duration of one year accredited with SANC in terms of Government Notice R 212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period mentioned above must be appropriate/recognizable experience after obtaining a 1 year post-basic qualification in Child Nursing Science/ Neonatal Intensive Care.

DUTIES : Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patients needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve teamwork. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards.

ENQUIRIES : Mrs TL Dibakoane Tel No: (011) 898 8314
APPLICATIONS : Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.

NOTE : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on (www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as driver's license where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 08 December 2023

POST 43/54 : **OPERATIONAL MANAGER NURSING REF NO: STDH/2023/OM/01 (X1 POST)**
Directorate: Nursing Services

SALARY : R497 193 – R559 686 per annum, (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Senior certificate/Grade 12. Basic qualification in terms of Government notice R425 i.e. Diploma/Degree in General Nursing or equivalent qualification that allows registration with the SANC. Minimum of seven (7) years of recognised experience in general nursing after registration with SANC as a Professional Nurse. Diploma in Midwifery and effective communication skills. Computer literacy and writing skills knowledge and insight in nursing care processes, procedures, and other relevant legislative frameworks governing the public service. Knowledge of code of conduct and labour relations. Good communication and interpersonal skills.

- DUTIES** : Ensure holistic quality patient care and compliance to National Core Standard (NCS) and the implementation thereof. Participate in development of policies and protocols in the institution. Effective and efficient utilization and management of resources. Participate in CPD implementation and training for professional growth. Participate in committees as delegated and ensure healthy relationship with external and internal stakeholders. Management and supervision of staff to ensure 24-hour service delivery on daily.
- ENQUIRIES** : Ms BM Rikhotso Tel No: (011) 531 4302/4
- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
- NOTE** : The application must include only fully completed and signed new Z83 form, 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 interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 08 December 2023
- POST 43/55** : **SPEECH THERAPIST REF NO: REFS/019342**
Directorate: Speech Therapy and Audiology
- SALARY** : R359 622 per annum, (all-inclusive package). Please note that the salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the Speech and Audiology profession. (RSA: No experience required after registration with the HPCSA in the Speech and Audiology profession in respect of RSA qualified employees who performed community service in Speech and Audiology profession as required in South Africa). Foreigner: 1-year relevant experience after registration with HPCSA in the Speech and Audiology profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Knowledge: Public Service Act and Regulations. Batho-Pele principles. PFMA. Quality Assurance. Labour relations: Disciplinary and Conflict Management Procedures. Skills: Communication (written and verbal). Ability to work under pressure in a challenging environment. Interpersonal and Listening skills. Computer Literacy. Research skills. The following will be an added advantage: Experience in VFS/MBS, Alternative Augmentative Communication (Low and High Tech), ASD patients and Tracheostomies and PEG management will be an added advantage.
- DUTIES** : To provide effective speech, language and dysphagia therapy to in and outpatients. Assessing, diagnosing and managing patients within a multi-disciplinary team setting. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting issuing and training appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Contributing to service development by monitoring, evaluating and co-ordinating existing and new services. Identifying departmental needs, managing waiting list, participating in implementing new services and developing management protocols for improved patients care. Providing public education regarding feeding and communication difficulties. To comply with all departmental procedures and protocols. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. To work with in an MDT approach including attendance and participation in MDT meetings.

- ENQUIRIES** : Ms T Radebe Tel No: (011) 488 4228/4296
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za. Only online applications will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/Y YYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) - Verification (Reference checks- Provide at least 3 off which one must be an immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply encouraged to apply.
- CLOSING DATE** : 08 December 2023
- POST 43/56** : **AUDIOLOGIST REF NO: REFS/019343**
Directorate: Speech Therapy and Audiology
- SALARY** : R359 622 per annum, (all-inclusive package). Please note that the salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the Speech and Audiology profession. (RSA: No experience required after registration with the HPCSA in the Speech and Audiology profession in respect of RSA qualified employees who performed community service in Speech and Audiology profession as required in South Africa). Foreigner: 1-year relevant experience after registration with HPCSA in the Speech and Audiology profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Knowledge: Public Service Act and Regulations. Batho-Pele principles. PFMA. Quality Assurance. Labour relations: Disciplinary and Conflict Management Procedures. Skills: Communication (written and verbal). Ability to work under pressure in a challenging environment. Interpersonal and Listening skills. Computer Literacy. Research skills. The following will be an added advantage: Experience in vestibular assessment and Rehabilitation, Electrophysiology assessment and Aural Rehabilitation.
- DUTIES** : To provide effective audiology service to in and outpatients. Assessing, diagnosing and managing patients within a multi-disciplinary team setting. Planning and problem solving appropriately. Providing education and counselling to patients, family, and caregivers. Selecting issuing and training appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient

information, statistics, attending ward rounds, discussions, and meeting within a multidisciplinary team. Contributing to service development by monitoring, evaluating and co-ordinating existing and new services. Identifying departmental needs, managing waiting list, participating in implementing new services and developing management protocols for improved patients care. Providing public education regarding feeding and communication difficulties. To comply with all departmental procedures and protocols. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. To work with in an MDT approach including attendance and participation in MDT meetings.

ENQUIRIES : Ms T Radebe Tel No: (011) 488 4228/4296
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za. Only online applications will be considered. Please use the reference as the subject.

NOTE : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/Y YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) - Verification (Reference checks- Provide at least 3 off which one must be an immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply encouraged to apply.

CLOSING DATE : 08 December 2023

POST 43/57 : **PROFESSIONAL NURSE GRADE 2 (GENERAL NURSING): QUALITY COORDINATOR REF NO: PROFNURQUACOORDINATOR/SRH/11/23**
 Directorate: Quality Assurance Department

SALARY : R358 626 per annum, (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Diploma/degree in general nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current Registration with the South African Nursing Council (SANC) as a professional nurse. A minimum of 10 years appropriate experience in nursing after registration as a professional nurse with the South African Nursing Council in General Nursing. At least 3 years of the above period referred to must be experience at a quality assurance level. Have the ability to analyze complex information relating to areas of operation and to transform that into user-friendly report and assessment. Have ability to prioritize issues and other related work matters and to comply with the time frames set. Have ability to work under pressure to meet deadlines. Have excellence interpersonal

and communication skills (both verbal and written). An aptitude for statistics and information analysis. High level of accuracy and attention to detail. Have computer skills and the ability to work with MS Word, MS PowerPoint and MS Excel will be advantageous. Ideal Hospital Framework and a valid driver's license will be an added advantage.

DUTIES : Assist with the quality assurance monitoring and evaluation framework. Source and obtain data and information to measure progress and compliance with quality assurance targets, norms required for the development measurable performance indicators related to the quality of care in the institution. Manage patient complaints, Patient Safety Incidents (PSIs), conduct patient redress and external stakeholder management. Assist with the generation of reliable assessments in support of planning and intervention process required for quality assurance in the institution. Assist with the drafting of annual, quarterly and other relevant quality assurance performance reports. Attend external meetings.

ENQUIRIES : Ms SS Dinkebogile Tel No: (011) 681 2086

APPLICATIONS : Applications must be hand delivered at South Rand District Hospital, Friars Hill Road, Rosettenville, 1st Floor application box, or emailed to Recruitment1.Soutrand@gauteng.gov.za

NOTE : New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated CV specifying all experiences indicating the respective dates (DD/MM/YY) as well as indicating three references with the following information: name and contact numbers, email address and an indication of the capacity in which the reference is known to the candidate. The relevant reference must be quoted in the application form. Copies of your qualifications and Identity document do not need to be attached. Only shortlisted candidates will be required to submit certified copies of your qualifications and Identity documents on or before the interview date following communication from HR. In terms of the National Qualifications Framework Amendment Act 2019, it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified. People with disabilities are encouraged to apply. The Hospital reserves a right to fill or not fill the post. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks.

CLOSING DATE : 08 December 2023

POST 43/58 : **PROFESSIONAL NURSE REF NO: STDH/2023/PN/02 (X5 POSTS)**
Directorate: Nursing Services

SALARY : R293 670 – R337 860 per annum, (plus benefits)

CENTRE : Sizwe Tropical Disease Hospital

REQUIREMENTS : Senior certificate /Grade 12. Basic qualification in terms of Government notice R425 i.e. Diploma/Degree in General Nursing or equivalent qualification that allows registration with the SANC. Midwifery will be an added advantage. Good communication skills, basic writing skills, ability to function as part of a team and good interpersonal relations. Knowledge of nursing care processes, procedures, quality assurance, patient experience of care, patient safety, infection control and relevant legal Frameworks e.g. National Core Standards. Good ethical practice and caring attitude. Demonstrate knowledge and insight into the relevant legal framework such as: Nursing act, scope of practice, basic knowledge of Labour Relation Acts. Demonstrate in-depth knowledge of Infection prevention control and Covid 19 legal frameworks.

DUTIES : Provide direction and supervision for the implementation of Nursing care plan, rendering of quality patient care. Assist in completion of clinical records and that data is entered timeously. Ensure that all quality assurance standards and other health mandates during his or her shift lead is implemented. Advocate and facilitate proper treatment. Maintain professional growth/ethical standards, self-development and CPD. Implement standards, practices, criteria and indicators for quality nursing care. 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.
<u>ENQUIRIES</u>	:	Ms BM Rikhotso Tel No: (011) 531 4302/4
<u>APPLICATIONS</u>	:	Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
<u>NOTE</u>	:	The application must include only fully completed and signed new Z83 form, 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 interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
<u>CLOSING DATE</u>	:	08 December 2023
<u>POST 43/59</u>	:	<u>STAFF NURSE REF NO: STDH/2023/OM/01 (X9 POSTS)</u> Directorate: Nursing Services
<u>SALARY</u>	:	R199 725 – R222 939 per annum, (plus benefits)
<u>CENTRE</u>	:	Sizwe Tropical Disease Hospital
<u>REQUIREMENTS</u>	:	Senior certificate/Grade 12. Two (2) years Enrolled Nurse certificate that allows registration with the South African Nursing Council (SANC) as an Enrolled nurse. Experience as a Nurse will be an added advantage. Good communication skills, basic writing skills, ability and good interpersonal skills.to function as part of a team. Knowledge of nursing care processes and procedures, Quality assurance, patients experience of care, patients safety, infection control and other relevant legal frame works e.g. Ideal Hospital Realization. Good ethical practice and caring attitude. Demonstrate basic understanding of nursing procedures. Demonstrate basic understanding of the legislative framework protocols, policies governing the Public Service.
<u>DUTIES</u>	:	To ensure safe and effective clinical nursing practice. Ensure effective implementation of Standard Operating Procedure (SOP) to ensure rendering Quality Nursing Care to patients. Ensure that the Nursing Standards are upheld and maintained. Ensure effective communication according to hierarchy. Ensure optimal utilization of resources. Ensure that the national core standards (Ideal Hospital realization) are maintained and upheld. Maintain professional growth /ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms BM Rikhotso Tel No: (011) 531 4302/4
<u>APPLICATIONS</u>	:	Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
<u>NOTE</u>	:	The application must include only fully completed and signed new Z83 form, 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 interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
<u>CLOSING DATE</u>	:	08 December 2023

<u>POST 43/60</u>	:	<u>STAFF NURSE GRADE 1 REF NO: REFS/BGH /2023/11/04 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R199 725 - R222 939 per annum, (plus benefits)
<u>CENTRE</u>	:	Bertha Gxowa Hospital
<u>REQUIREMENTS</u>	:	Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team. Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards. Be able to provide elementary Nursing care by assisting patients' activities of daily living such as good hygiene, can measure, interpret and record vital signs and record, prepare patients for diagnostic and surgical procedures. Give health education including participation in Health Awareness Days. Shift works mandatory.
<u>ENQUIRIES</u>	:	Mrs M Malangabi Tel No: (011) 278 7704
<u>APPLICATIONS</u>	:	Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Foyer Area, Germiston. Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.
<u>NOTE</u>	:	Applications must be filled on a New Z83 as per DPSA directive effectively from 01 January 2021, The Curriculum Vitae should be recently updated that specifies the following: The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.
<u>CLOSING DATE</u>	:	08 December 2023
<u>POST 43/61</u>	:	<u>DENTAL ASSISTANT GRADE 1 REF NO: DA11/23 (X1 POST)</u> Directorate: Poly Clinic
<u>SALARY</u>	:	R196 536 – R222 615 per annum
<u>CENTRE</u>	:	Wits Oral Health Centre
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Dental Assistant. Registration with the HPCSA as a Dental Assistant and proof of current registration, and a minimum of 2 years of proven dental assisting experience after HPCSA registration. Knowledge of dental instruments, equipment, materials used for procedures, sterilization and infection control. The ability to work independently, have excellent communication and people skills.
<u>DUTIES</u>	:	Prepare working area for patient treatment, select and set up instruments, equipment and materials as needed within the Wits Oral Health Centre, as well as external training platforms and outreach sites. Give patients post-operative instructions. Maintain safe working environment by complying with health and

safety procedures. Adhere to infection control policies and protocols. Maintain an up-to-date inventory of stock within designated area.

- ENQUIRIES** : Clinical Manager: Dr E Patel (Ebrahim.Patel@wits.ac.za)
- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017. Direct applications must be delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown. No faxed /E-mailed applications will be accepted.
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as and current proof of HPCSA where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position.
- CLOSING DATE** : 08 December 2023

OFFICE OF THE PREMIER

- APPLICATIONS** : Applications should be sent through RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration.
- CLOSING DATE** : 08 December 2023
- NOTE** : Qualifying applicants should submit their application on the New Application Form (Z83), found on www.dpsa.gov.za. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers license etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process. No late applications will be considered. NB: Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link :<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive

Council within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The successful candidate will be appointed on 12 calendar months' probation.

MANAGEMENT ECHELON

POST 43/62 : **HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF HEALTH REF NO: HOD/HEALTH/2023**

(3-year performance based contract, renewable for a further period of 2 years, dependent on performance)

SALARY : R2 158 533 – R2 428 830 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Departments.

CENTRE : Johannesburg

REQUIREMENTS : An appropriate undergraduate qualification (NQF level 7) in the Health sector and a postgraduate qualification in Public Management or Business Administration or equivalent. 8 to 10 years' experience at senior management level of which 5 years must be as a member of the Senior Management Service (SMS) in the Public Service or equivalent senior management position. Extensive knowledge of legislation governing the Health sector in order to give sound advice and leadership. Management experience gained in a large organisation with a multi-billion rand budget. Good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.

DUTIES : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Provide strategic leadership to the Department. Oversee the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensure sound financial management and application of good corporate governance principles. Be directly accountable to the Member of the Executive Council for the realisation of the Ten Pillar Programme of Radical Transformation, Modernisation and Re-industrialisation including the intergovernmental Programme of Action. Work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province'. Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and make a contribution to the broader strategic environment of Gauteng. Work closely with the Health Intervention Task Team appointed by the Minister of Health and Premier to improve the delivery of sustainable healthcare to the citizens of Gauteng. Specific focus areas include the following: Overall management of Health Services within the Gauteng Department of Health by aligning all departmental plans with the Negotiated Service Delivery Agreement (NSDA), National and Provincial Government Strategic Objectives. Coordination and management of the diverse responsibilities and relationships of the Department with internal and external stakeholders and giving strategic leadership

that will contribute to the promotion of Health Services to the people of Gauteng. Facilitation, promotion and implementation of a Health Service Delivery Model that will reduce the burden of disease within the province. Overall management of Health Services within the Gauteng Provincial Government by aligning all departmental plans with national and provincial government objectives and strategies. Coordination and management of the diverse responsibilities and relationships of the Department with internal and external stakeholders. Provision of strategic leadership that will contribute to the effective management of health services in the province. Facilitation of the development and implementation of an Integrated Health Service Delivery Model for Gauteng Health. Support the Member of the Executive Council in his/her duties as political head of the Department; and Represent the department at various fora.

ENQUIRIES

: Ms Pange Radebe Tel No: (011) 298 5637/ at (066) 315 6970

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

The Department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of all occupational categories in the Department and persons with disabilities should feel free to apply for the post.

OTHER POSTS

<u>POST 43/63</u>	:	<u>HEAD CLINICAL UNIT GRADE 1 REF NO: NGWE 133/2023</u> Department: Anaesthetic & Intensive Care Unit
<u>SALARY</u>	:	Grade 1: R1 887 363 – R2 001 927 per annum. Other benefits: all-inclusive salary packages (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules), plus 18% inhospitable allowance plus commuted overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Senior Certificate/Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetic. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetic. A minimum of 3 years appropriate experience as a Medical Specialist in Anaesthetic after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Valid driver's license. Knowledge, Skills, Attributes and Abilities: Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.
<u>DUTIES</u>	:	Participate in the coordination of anesthetic unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital. Strengthen clinical governance. Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render affective administrative support. Provide after hour courage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescripts, acts, legislative, policies, circulars, procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S Sewpersad Tel No: (035) 901 7000 Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to: The Human

Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 08 December 2023

POST 43/64

: **SENIOR MANAGER: MEDICAL SERVICES REF NO: M10/2023**
Cluster: Hospital Management Services

SALARY

: R1 653 234 per annum

CENTRE

: RK Khan Hospital

REQUIREMENTS

: MBCHB Degree qualification; plus, Current registration with HPCSA as a Medical Practitioner; plus, A Minimum of six (6) years' experience as a Manager: Medical Services (Non Clinical); plus, Unendorsed valid Code B Driver's License (Code 08). Recommendation: Post-graduate diploma/degree in management will be an added advantage. Knowledge, Skills, Training and Competencies Required: Possess sound knowledge of the relevant Acts, Policies and Regulations administered by the KZN Department of Health. Possess sound knowledge of legislation relating to the practice of medicine in South Africa. Have good communication, leadership, decision making, team building and motivation skills. Be Computer literate with a proficiency in MS Office Software Applications.

DUTIES

: Ensure the provisions of protocols and guidelines to the Medical and Allied Professions Team. Formulate policies and Procedures for clinical services and ensure that they are in accordance with current statutory regulations and guidelines. Provide leadership, management and support to all Cluster Managers, Clinical Heads, Clinical Managers, Pharmacy, Allied Health Professionals and all staff under their supervision. Advocate for safe quality clinical care and lead hospital towards certification by Office of Health Standards Compliance (OHSC). Liaise with other stakeholders within and outside the Department of Health such as Chief Specialists, other hospital management teams, the Health District Office and Medical School on Medical and Management issues. Ensure optimal use of resources, both human and financial. Put systems in place for good corporate and clinical governance in compliance with preparations for full rollout of universal health coverage (NHI). Continuously assess and build the required package of

service according to needs of the population. Ensure continuous monitoring of morbidity and mortality through clinical audits. Formulate strategic plans in keeping with the requirements of the hospital and the department as directed by the mission. Ensure that cost-effective service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down policies and procedures.

- ENQUIRIES** : Mrs RT Dube Tel No: (033) 940 2499
- APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower
- FOR ATTENTION** : Mr A Memela
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview.
- CLOSING DATE** : 08 December 2023
- POST 43/65** : **MANAGER: MEDICAL SERVICES REF: SAH36/2023 (X1 POST)**
Re-advertised
- SALARY** : R1 288 095 per annum, (all-inclusive package). Other benefits: 22% rural allowance and commuted overtime
- CENTRE** : ST Andrews Hospital
- REQUIREMENTS** : Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Officer Plus 8 years' experience after registration with the HPCSA as a Medical Officer. Knowledge, Skills, Training and Competencies Required: Knowledge and understanding of relevant Acts, Policies and regulations used in the KZN department of health. Sound clinical knowledge, management, negotiation, planning, conflict management and problem solving skills. Ability to manage a Medical and Allied Health Professionals domain independently. Knowledge of current Health & Public Service legislation, regulations and policies. Good communication, leadership, interpersonal, ethical, operational, professional and supervisory skills.
- DUTIES** : Provide leadership, management and support to all Cluster Managers, Clinical Heads, and Clinical Managers, Pharmacy and Allied Health Professionals and staff under their supervision. Development implementation and review of Clinical management protocols, procedures and guidelines for clinical services aimed at improving service delivery in accordance with the current statutory regulations and guidelines. Lead clinical governance functions within the hospital. Assist clinical personnel in the Medical and Allied Health professionals' domain with quality assurance, quality improvement projects, morbidity and mortality reviews. Provide support to all medical, therapeutical and professional staff. Manage potential risks

and mitigating strategies. Formulate policies and procedures for medical services and ensure that these are in accordance with the current statutory regulations and guidelines. Ensure compliance in terms of Occupational Health and safety, infection prevention and control as well as IHRM and OHSC. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures. Participate in the Human Resources strategies in the institution and in the unit to ensure that development, training and continued education of staff is achieved. Ensure control over expenditure, equipment and miscellaneous stores in your sections. Formulate strategic plans in keeping with the requirements of the institution. Deputize the Hospital Manager.

- ENQUIRIES** : Ms MM Vane Tel No: (039) 433 1955, ext. 266
- APPLICATIONS** : Should be forwarded: The Chief Executive Officer, ST Andrews Hospital, Private Bag X1010, Harding, 4680. or hand delivery: 14 Moodie Street, Harding 4680 or Email to: **Standreshospital.HRjobapplication@kznhealth.gov.za**
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies / attachments / proof / certificates / ID / driver's license / qualifications on applications, only when shortlisted. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. 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 are not submitting copies / attachments / proof / certificates / ID drivers license / qualifications on applications, only when shortlisted. 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** : 08 December 2023
- POST 43/66** : **CLINICAL MANAGER – DENTIST GRADE 1 & 2 REF NO: PSH 87/2023 (X1 POST)**
- SALARY** : Grade 1: R1 288 095 per annum
Grade 2: R1 469 883 per annum
The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules), Other benefits: 22% of basic salary – rural allowance
- CENTRE** : Port Shepstone Hospital
- REQUIREMENTS** : Senior certificate/Matric or Grade 12. BDS/BChd Degree. Current registration with HPCSA as a Dentist. Current HPCSA Registration 2023/2024. A minimum of 3 years' of experience as a dental practitioner after registration with HPCSA as a dentist. Certificate of service endorsed by HR. Valid driver's license code EB. Recommendation: A post graduate qualification in dentistry/management. Knowledge, Skills and Competencies Required: Knowledge of health legislation and policies at public institutions. Excellent communication and leadership skills. Sound clinical knowledge and clinical skills. Ability to develop policies and protocols. Computer literacy. Sound negotiation, planning, organizing, decision making and conflict management skills. Good team building and problem solver. Knowledge of medical disciplines and management skills. Knowledge and experience in District health system.
- DUTIES** : Consultation, assessment, briefing, informing, education, counselling and giving the appropriate prevention and treatment to patients and their family. Along with the emotional and social aspect of the patient's disease. Arranging the outreach support to patients and referral clinics. Ensure safe medical practice in the

institution to reduce the risk of medicolegal cases and managing reports of medico legal cases. Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves. Managing of training, development, recruitment and performance management of the staff. Provide input into the governance, administration and management of the department. Promote and conduct research. Manage the formulation, implementation and monitoring of the policies and protocols at the institutional level. Along with the quality assurance programmes with good output. Manage and supervise all dental staff (dentists, dental therapist, oral hygienist, dental assistants, dental support staff). To manage all dental staff with accordance to human resource requirements.

Dr PB Dlamini Tel No: (039) 688 6147, Dr M Panajatovic Tel No: (039) 688 6000
Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240.

**ENQUIRIES
APPLICATIONS**

**FOR ATTENTION
NOTE**

: Mr ZM Zulu
: Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. NB: Applicants are encouraged to utilise courier services. (Only short listed candidates will be requested to submit proof of qualifications and other related documents). Please note 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

: 08 December 2023

POST 43/67

MEDICAL SPECIALIST GRADE 1,2,3 REF NO: NGWE 134/2023

Department: Psychiatry

SALARY

: R1 214 805 – R1 288 095 per annum
R1 386 069 – R1 469 883 per annum
R1 386 069 – R1 469 883 per annum
Other benefits: all-inclusive salary packages (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules), plus 18% inhospitable allowance plus commuted overtime which is determined by service delivery needs of the department.

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
: Senior Certificate/Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Knowledge, Skills, Attributes and Abilities: Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.

DUTIES

: The candidate will, under the direction of the Head of Department: Conduct specialist ward rounds; provide after hour coverage in Psychiatry Department and clinical support to junior staff; provide advice to district/regional level hospitals; Manage / supervise allocated human resources; Ensure equipment is

appropriately maintained. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Psychiatry Department and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient's management. Development and implement clinical audit and quality assurance programmes. Provide outreach services to surrounding district hospitals which refer to Ngwelezana Hospital. Attend to meetings and workshops directed. Comply with all legal prescripts acts, legislative, policies, circulars procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

**ENQUIRIES
APPLICATIONS**

: Dr P Milligan Tel No: (035) 901 7000
 : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 08 December 2023

POST 43/68

: **MEDICAL SPECIALIST GRADE 1,2,3: NEUROLOGIST REF NO: NGWE 135/2023**
 Department: Internal Medicine

SALARY

: R1 214 805 – R1 288 095 per annum
 R1 386 069 – R1 469 883 per annum
 R1 386 069 – R1 469 883 per annum
 Other benefits: all-inclusive salary packages (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules), plus 18% inhospitable allowance plus commuted overtime which is determined by service delivery needs of the department.

CENTRE

: Ngwelezana Tertiary Hospital

- REQUIREMENTS** : Senior Certificate/Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Neurology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Neurology. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Neurology. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Neurology. Knowledge, Skills, Attributes and Abilities: Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.
- DUTIES** : The candidate will, under the direction of the Head of Department: Conduct specialist ward rounds; provide after hour coverage in Internal Medicine Department and clinical support to junior staff; provide advice to district/regional level hospitals; Manage/supervise allocated human resources; Ensure equipment is appropriately maintained. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Internal Medicine Department and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient's management. Development and implement clinical audit and quality assurance programmes. Provide outreach services to surrounding district hospitals which refer to Ngwelezana Hospital. Attend to meetings and workshops directed. Comply with all legal prescripts acts, legislative, policies, circulars procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
- ENQUIRIES** : Dr N Zibi Tel No: (035) 901 7000
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are

presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 08 December 2023
- POST 43/69** : **MEDICAL SPECIALIST GRADE 1,2,3 REF NO: NGWE 136/2023**
Department: Urology
- SALARY** : R1 214 805 – R1 288 095 per annum
R1 386 069 – R1 469 883 per annum
R1 386 069 – R1 469 883 per annum
Other benefits: all-inclusive salary packages (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules), plus 18% inhospitable allowance plus commuted overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
Senior Certificate/Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Urology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Urology. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Urology. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Urology. Knowledge, Skills, Attributes and Abilities: Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.
- DUTIES** : Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Urology unit and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescripts i.e. Acts, Legislative, Policies, Circulars, Procedures, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
- ENQUIRIES APPLICATIONS** : Dr C Van Tonder Tel No: (035) 901 7000
Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION NOTE** : Mr MP Zungu
Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who

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

- CLOSING DATE** : 08 December 2023
- POST 43/70** : **MEDICAL SPECIALIST GRADE 1,2,3 REF NO: NGWE 137/2023**
Department: Internal Medicine
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum
Grade 2: R1 386 069 – R1 469 883 per annum
Grade 3: R1 386 069 – R1 469 883 per annum
Other benefits: all-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules), plus 18% inhospitable allowance plus commuted overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
Senior Certificate/Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Knowledge, Skills, Attributes and Abilities: Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.
- DUTIES** : Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Internal Medicine unit and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in

Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage/supervise allocated human resources. Comply with all legal prescripts i.e. Acts, Legislative, Policies, Circulars, Procedures, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES : Dr N Zibi Tel No: (035) 901 7000
APPLICATIONS : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

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

CLOSING DATE : 08 December 2023

POST 43/71 : **MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: MBO 79/2023 (X1 POST)**
Section: Medical

SALARY : Grade 1: R906 540 – R975 738 per annum
Grade 2: R1 034 373 – R1 129 116 per annum
Grade 3: R1 197 150 – R1 491 627 per annum

CENTRE : Mbongolwane Hospital
REQUIREMENTS : Senior certificate/Matric or equivalent. MBChB degree or equivalent qualification Plus Current registration (2023/2024) with HPCSA as a Medical Practitioner. Registration with HPCSA as an Independent Medical Practitioner. **Grade 1:** No experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** 5 years relevant experience after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to

perform Community Service, as required in South Africa. **Grade 3:** 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, whom it is not required to perform Community Service, as required in South Africa. Recommendations: Caesarean section accreditation. Anaesthesia accreditation. Diplomas in O&G, Anesthesia, HIV management and Child Health will be added advantage. Code 08 Driver's license. Knowledge, Skills, Training and Competence Required: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to primary health care. Sound knowledge of national HAST Programme. Sound knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function within Multidisciplinary team. Sound knowledge and clinical skills to function within District Health System. Excellent human, communication and leadership skills. Good communication and interpersonal skills. Willingness to participate in CPD meetings.

DUTIES : Clinical responsibility including examination, investigation, diagnosis, and oversee treatment of patients in OPD/casualty, Maternity, Pediatrics and adult wards. Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals to higher level of care. Provision of quality patient centered care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Ensure proper hand over of critically ill patients when going off duty. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Collaboration with medical practitioners and other health care workers in neighboring health institutions.

ENQUIRIES : Dr PC Mchunu Tel No: (035) 476 6242, ext. 1113
APPLICATIONS : should be forwarded to: The Chief Executive Officer, Private Bag X126, Kwa-PETT, 3820, www.e-services.gov.za or emailed to: MbongolwaneHospital.HrJobApplication@kznhealth.gov.za or hand deliver to: bongolwane District Hospital, Kwa-Pett

FOR ATTENTION : Human Resource Manager
NOTE : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 08 December 2023

POST 43/72 : **CLINICAL PSYCHOLOGISTS REF NO: THH 15/2023 (X2 POSTS)**

SALARY : Grade 1: R790 077 – R866 658 per annum
Grade 2: R918 630 – R1 018 047 per annum
Grade 3: R1 063 611 – R1 249 254 per annum

CENTRE : Pietermaritzburg (Town hill Hospital)

REQUIREMENTS

: **Grade 1:** Senior Certificate/Grade 12. Master's Degree in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus: One (1) year of experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Senior Certificate/Grade 12. Master's Degree in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus Eight (8) years of experience after registration with the HPCSA as a Psychologist and requires Nine (9) years' experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Services as required in South Africa. **Grade 3:** Senior Certificate/Grade 12. Master's Degree in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus Sixteen (16) years after registration with HPCSA as a Clinical Psychologist and requires Seventeen (17) years of experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. NB: All shortlisted candidates must provide proof of current registration with HPCSA. Recommendations: Unendorsed Valid Driver's License (Code 8 or 10). Computer Literacy in Microsoft Word, Excel, Outlook, PowerPoint etc. Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures. Knowledge and the ability to administer and interpret psychological tests. Ability to function in a multi-disciplinary team. Excellent communication and interpersonal relationship skills. Quality Assurance and improvement. Problem solving skills. Competency in psychological assessment and report writing within the context of Acute Mental Health Care Users. Ability to develop and implement psychological rehabilitation programmes. Teaching and training ability. Administration skills. Knowledge of all applicable legislation pertaining to Mental Health Care and Acute Mental Health.

DUTIES

: Develop and implement of Clinical Psychology services within the hospital. Provision of effective psycho-diagnostic and psycho-therapeutic services to both in-patients and out-patients. Develop and psychotherapeutic programmes for acute and sub-acute MHCUs. Attend to relevant administrative matters. Provide teaching and training to intern Clinical Psychologists and other clinical staff and participate in hospital's outreach programmes. Undertake mental health research when required. Ability to conduct individual, group and family psychotherapy. Maintain accurate records and statistics. Offer outreach services to outlying institutions within the district.

ENQUIRIES

: Ms S Mngoma Tel No: (033) 341 5500/5676

APPLICATIONS

: To be forwarded to: Mr ES Mgwaba, Assistant Director: HRM, Townhill Hospital, P.O. Box 400, Pietermaritzburg, 3200 or hand delivered to: Townhill Hospital, Hyslop Road, Pietermaritzburg, 3200.

FOR ATTENTION

: Mr ES Mgwaba

NOTE

: Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only. (Previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. The communication from HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that

correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note: Due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 08 December 2023
- POST 43/73** : **MEDICAL PHYSICIST (GR 1,2,3) REF NO. GS 94/23 (X1 POST)**
Component: Radiation Oncology Department
Re-advertised
- SALARY** : Grade 1: R734 811 per annum
Grade 2: R829 668 per annum
Grade 3: R946 461 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules,
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
: Senior certificate/Grade 12. Appropriate BSc Honours Degree in Medical Physics, or equivalent. Registration certificate with the HPCSA as a Medical Physicist. Current annual registration with Health Professions Council of South Africa as a Medical Physicist (2023/2024). **Grade 1:** None after registration with the HPCSA as a Medical Physicist. **Grade 2:** 8 years of appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** 16 years of appropriate experience after registration with the HPCSA as a Medical Physicist. Recommendations: Physical ability to handle Radiotherapy and associated equipment. Ability to work full 40 hours a week, and working overtime and after-hours when requested. Radiotherapy background. Knowledge, Skills, Attributes and Abilities: Sound knowledge of ionising radiation and imaging in Radiotherapy. Sound knowledge of Radiotherapy dosimetry equipment, computers, software, treatment planning system and planning principles. Operation, monitoring of maintenance, record keeping, and care of all Radiotherapy equipment and accessories. Knowledge of the statutory regulations regarding the medical use of ionizing radiation. Knowledge of designing the Radiotherapy protocols and standard of operations. Sound knowledge of radiation protection, handling, transporting and disposal of radioactive materials. Ability to solve Radiotherapy physics problems.
- DUTIES** : Active participation in the routine execution of clinically related medical physics tasks. Provide Medical Physics support for Radiotherapy Treatment Planning in Brachy and External Beam. Participating in the implementation of new treatment techniques. Provide Radiation Protection Services and ensure regulatory compliance for the institution. Maintain routine radiation surveys for all Radiotherapy equipment. Assist with lecturing/tutoring/training of medical physics programme to the under and postgraduate registrars and radiotherapists. Actively participate and assist with the research and development programme of the Medical Physics. Liaise with Health Technology Services (HTS) and vendor's technicians regarding equipment maintenances. Participate in the departmental/interdepartmental committees, e.g. QA committee, planning meetings and Hospital's Health and Safety programme on radiation. Provide limited Medical Physics support to Diagnostic Radiology. To ensure that Batho-Pele principles are upheld.
- ENQUIRIES APPLICATIONS** : Mr N Mdletshe Tel No: (033) 897 3222/3540
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.
- FOR ATTENTION NOTE** : Mrs M Chandulal
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. Only Shortlisted candidates will be required to submit proof of experience/service

certificate endorsed by HR Department. The employment equity target for this post is: African male, African female.

- CLOSING DATE** : 08 December 2023
- POST 43/74** : **ASSISTANT MANAGER NURSING (SPECIALTY AREA):
OPHTHALMOLOGY/CRITICAL CARE NURSING/ORTHOPAEDIC NURSING**
REF NO: NGWE 138/2023
Department: Surgical Wards
- SALARY** : R683 838 – R767 184 per annum. Other benefits: 8% rural allowance. 13th cheque, housing allowance (employee must meet prescribed requirements), medical aid (optional).
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Diploma/Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Ophthalmology Nursing/Critical Care Nursing/Orthopaedic Nursing. Registration with the SANC as a Registered Nurse. A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A minimum of 6 years of the period referred above must be appropriate/ recognizable experience in critical care/ ophthalmology or orthopaedic unit after obtaining the 1 year post basic qualification in ophthalmology/critical care/orthopaedic. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge, Skills, Attributes and Abilities: Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
- DUTIES** : Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints and waiting times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Serve as a paymaster for unit pay point. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of Norms and Standards, Ideal hospital, Make Me Look Like a Hospital and other departmental initiatives including provincial priorities.
- ENQUIRIES** : Ms RM Sithole Tel No: (035) 901 7258
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83,

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

- CLOSING DATE** : 08 December 2023
- POST 43/75** : **OPERATIONAL MANAGER (PHC) REF NO: NGWE 139/2023**
Department: Surgical Wards
- SALARY** : R683 838 – R767 184 per annum. Other benefits: 8% rural allowance. 13th cheque, housing allowance (employee must meet prescribed requirements), medical aid (optional).
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Diploma/Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Ophthalmology Nursing/Critical Care Nursing/Orthopaedic Nursing. Registration with the SANC as a Registered Nurse. A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A minimum of 6 years of the period referred above must be appropriate/ recognizable experience in critical care/ophthalmology or orthopaedic unit after obtaining the 1 year post basic qualification in ophthalmology/critical care/orthopaedic. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge, Skills, Attributes and Abilities: Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
- DUTIES** : Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational

plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints and waiting times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMS. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Serve as a paymaster for unit pay point. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of Norms and Standards, Ideal hospital, Make Me Look Like a Hospital and other departmental initiatives including provincial priorities.

- ENQUIRIES** : Ms RM Sithole Tel No: (035) 901 7258
- APPLICATIONS** : should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 08 December 2023
- POST 43/76** : **OPERATIONAL MANAGER NURSING (GCINOKUHLE CLINIC) REF NO: CTK44/2023**
Branch: Human Resources
- SALARY** : R627 474 - R703 752 per annum. Plus other benefits: 8% inhospitable allowance, 13th cheque, medical aid (optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Gcinokuhle Clinic
- REQUIREMENTS** : Grade 12 (senior certificate). Basic R425 qualification i.e. Degree/Diploma in General Nursing and midwifery allows registration with SANC as a Professional Nurse plus (1) year post basic qualification in Clinical Nursing Science, Health

Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse and midwifery and Primary Health Care. A minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Verification of employment endorsed and stamped by HR Office will be requested (only if shortlisted). Recommendations: Valid Code EB Driver's license (Code8). Computer literacy. Diploma/Degree in Nursing Administration and Management. Knowledge, Skills, Training and Competences Required: Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counselling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele. Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Co-ordination and planning skills. Ability to assist in formulation of patient care related policies.

DUTIES

: Implementation of Comprehensive Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human, Financial and Material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDs. Monitor the facility priority programmes against achieving 95 95 95 targets. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research through clinical governance. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyse and interpret statistic including PHC Programme indicators. Maintain intersectoral collaboration by participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and Norms and standards in the facility. Support PHC re-engineering by monitoring and ensuring that outreach teams are functional. Ensure quality data management is implemented and monitored at the clinic. Formulate and monitor Facility DOP as per District Health Plan.

**ENQUIRIES
APPLICATIONS**

: Miss PNS Shezi (PHC Manager: CTK Hospital) Tel No: (039) 834 7533
 : 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." NB: Failure to comply with the above instructions will disqualify applicants.

NOTE

: The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constrains no S&T claims will be paid to

candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

- CLOSING DATE** : 08 December 2023
- POST 43/77** : **OPERATIONAL MANAGER SPECIALTY REF NO: CL 16/2023 (X1 POST)**
- SALARY** : R627 474 per annum
- CENTRE** : Clairwood Hospital
- REQUIREMENTS** : Senior certificate/Matric. Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Post basic qualification in Advance Midwifery with a duration of at least 1 year, accredited with the SANC. Registration Certificate with South African Nursing (SANC). Current registration (2023) with South African Nursing Council (SANC). Minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC, at least 5 years of the period referred to must be appropriate/recognizable experience in the specialty after obtaining the 1 year post basic qualification in the relevant specialty. Certificate of service from previous and current employer endorsed and stamped by HR will be requested by shortlisted candidates. Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principals, Public Service Regulations, labour Relations Act, Disciplinary Code and Principals, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to the nursing care. Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institution policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programmes. Plan/organize and monitor the objectives of the unit in consultation with subordinates.
- DUTIES** : Provide a therapeutic environment for staff, patients and the public. Provide a comprehension, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Provide direct and indirect supervision of all nursing staff/housekeeping staff and to give guidance. Ensure continuity of patient care on all levels i.e. work book, handover rounds. Liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Promote quality nursing and health services as directed by the scope of practice and standards as determine by the specialty. Ensure that patients receive quality health care through effective co-ordination of services and liaison with all disciplines. Assist with planning, organizing and monitoring of the objectives of the specialized unit. Ensures the availability of all resource required to run the department effectively and efficiently. Participate in budget planning and monitoring of the financial resources. Ensure that the staff is effectively utilized through monitoring and adequate supervision. Ensure that there is constant monitoring and evaluation of the key indicators of the department and maintenance of appropriate statistics. Assist in the implementation of priority programs e.g. National Core Standards and Infection prevention control Health and all programs related to promoting Health. Provide direct and indirect supervision of night/day staff. Facilitates orientation/induction and in-service training of all staff within the unit.
- ENQUIRIES** : Mr TG Mbanjwa Tel No: (031) 451 5176
- APPLICATIONS** : Applications may be sent to: Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060.
- FOR ATTENTION** : Human Resource Department
- NOTE** : Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in the column

provided on the form Z83. Application for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from employers and verification from the Company Intellectual Property Commission (CIPC). The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place.

- CLOSING DATE** : 08 December 2023
- POST 43/78** : **OPERATIONAL MANAGER NURSING (PHC - CHRONIC) REF NO: OMNPHC/KCHC/17/2023 (X1 POST)**
- SALARY** : R627 474 per annum. Benefits: 13th cheque, rural allowance (provided the post meets the requirements), home owners allowance (employee must meet prescribed requirements), medical aid (optional)
- CENTRE** : Kwa Mashu CHC
- REQUIREMENTS** : Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a Professional Nurse (2023 SANC receipt). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant specialty (Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care). Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as. Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.
- DUTIES** : Manage, facilitate and coordinate provision of comprehensive package of service at PHC level, including priority programs and Quality improvement programs, in conjunction with a professional and legal framework. Assist and facilitate development of the operational plan, monitor the implementation and submit progress reports. Conduct clinical/Nursing audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Coordinate the implementation of PHC reengineering strategy and supervise the implementation of the community Based outreach services. Ensure effective allocation, utilization and monitoring of resources in line

with cost containment plan. Manage and coordinate smooth running and integration of the chronic program within the PHC services taking into consideration of ICSM prescripts. Manage and coordinate smooth running and integration of the HAST program within the PHC services of the CHC. Ensure implementation, monitoring and evaluation of EPMDs in the unit. Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, norms and standards and ideal CHC priorities are implemented. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promotion in line with the program goals of health calendar. Ensure accurate collation, analysis and verification of data within the unit prior to submission. Maintain constructive working relationship with all stake holders i.e. inter-professional and multi-disciplinary team. Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities. Advocate and promote nursing ethos and professionalism in the clinic.

- ENQUIRIES** : Mr JT Mthabela Tel No: (031) 504 8127
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhawane Road, Kwa-Mashu, 4360 or emailed to: Sbusiso.Mtshali@kznhealth.gov.za or hand delivered to Human Resource Office, KwaMashu CHC.
- NOTE** : Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). 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. LRP/KCHC/15/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence and Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.
- CLOSING DATE** : 08 December 2023
- POST 43/79** : **OPERATIONAL MANAGER NURSING (NIGHT DUTY) REF NO: OMNND/KCHC/16/2023 (X1 POST)**
- SALARY** : R627 474 per annum. Benefits: 13th cheque, rural allowance (provided the post meets the requirements), home owners allowance (employee must meet prescribed requirements), medical aid (optional)
- CENTRE** : Kwa Mashu CHC

REQUIREMENTS

: Basic R425 qualification. Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a Professional Nurse (2019 SANC receipt). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as. Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labour relations act, Disciplinary codes and procedures, Grievance procedure. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES

: Manager night duty services by ensuring that high standard of care is rendered and accessed by health care users on night duty. Manage, facilitate and coordinate provision of comprehensive package of service at PHC level, including priority programs and Quality improvement programs, in conjunction with a professional and legal framework. Assist and facilitate development of the operational plan, monitor the implementation and submit progress reports. Conduct clinical/Nursing audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan. Manage and coordinate smooth running and integration of the HAST program within the PHC services of the CHC on night duty. Ensure implementation, monitoring and evaluation of EPMDS in the unit. Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National core standards and ideal clinic priorities are implemented. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promotion in line with the program goals of health calendar. Ensure accurate collation, analysis and verification of data within the unit prior to submission. Maintain constructive working relationship with all stake holders i.e. inter-professional and multi-disciplinary team. Advocate and promote nursing ethos and professionalism in the CHC.

ENQUIRIES
APPLICATIONS

: Mr TJ Mthabela Tel No: (031) 504 8054
: All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security at the entrance at P61 Mkhiwane Road, Kwa-Mashu, 4360 or emailed to: Sbusiso.Mtshali@kznhealth.gov.za or hand delivered to Human Resource Office, KwaMashu CHC.

NOTE

: Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience

related to the requirements and recommendations of the advert (only from shortlisted candidates). 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. LRP/KCHC/15/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

- CLOSING DATE** : 08 December 2023
- POST 43/80** : **CLINICAL PROGRAMME COORDINATOR (CDC&EPI) REF NO: ZUL/11/2023**
- SALARY** : R497 193 – R559 686 per annum
- CENTRE** : Zululand Health District Office, Ulundi
- REQUIREMENTS** : Senior Certificate (Grade12). An appropriate B Degree/National Diploma or Equivalent qualification. Minimum of seven (7) years appropriate/recognisable experiences in nursing after registration as a professional Nurse with the SANC in General Nursing. Current registration with SANC. Only shortlisted candidates will submit proof of Certificate of service of official letters of service from previous/current employers, signed and stamped by HR. Valid Driver's License. Only shortlisted candidates will submit proof. Skills: Report writing abilities. Financial management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public sector. Ability to translate information objectives into practical plans. An ability to prioritise issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly.
- DUTIES** : Coordinate and facilitate planning for Communication Disease Control (CDC) programme in the district. Monitor the implementation of strategies contained in the health programme plan. Evaluate the delivery of CDC programme in the district. Liaison with government and non-governmental organisations on issues relating to CDC programme. Ensure good working relations with all role players and relevant stakeholders internally and externally. Coordinate EPI programme within the district. Analyse emerging practices and trends and introduce remedial action in conjunction with health care specialists. Plan, coordinate and participate in outreach activities. Support other programmes and activities meant to assist in improving the district performance towards achieving the set targets and improve the health of the citizens. Ensure data reported on the programme is of good quality and usable for planning and decision making.
- ENQUIRIES** : Mr SV Vilakazi Tel No: (035) 874 0713
- APPLICATIONS** : KwaZulu-Natal Zululand Health District Office, Private Bag X81, Ulundi, 3838, King Dinuzulu High way, LA Building Ground floor, Ulundi, 3838.
- FOR ATTENTION** : Ms BN Zulu
- NOTE** : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website (New Z83 form), Comprehensive Curriculum Vitae, Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only,

don't include in your application. The Reference Number must be indicated in the column provided on the form Z83. NB: Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed applications will not be accepted. Only shortlisted candidates will submit proof. Persons with disabilities should feel free to apply for the post. It is the responsibility of the applicant to ensure that Curriculum Vitae is detailed enough to reflect all information associate with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing, they must accept that their applications were unsuccessful. Please not that due to financial constrains no S&T claims will be considered for payment to candidates that are invited for interviews, (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).

- CLOSING DATE** : 08 December 2023
- POST 43/81** : **OPERATIONAL MANAGER (PHC) REF NO: MBO 81/2023 (X1 POST)**
- SALARY** : Grade 1: R497 193 – R559 686 per annum
Grade 2: R575 898 - R645 720 per annum
Other benefits: 13th cheque, home owners allowance (employee must meet prescribed requirements), medical aid (optional), 8% rural allowance
- CENTRE** : Mbongolwane District Hospital (Mathungela Clinic)
- REQUIREMENTS** : National Senior Certificate/Grade 12/Standard 10. An appropriate National Diploma/Degree in General Nursing with Midwifery. 1 (One) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and care (PHC). A minimum of nine (09) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Current registration with SANC receipt as a Professional Nurse. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations. Knowledge of legislative framework and department prescripts. Knowledge of national and Provincial Acts and policies. Basic financial management skills. Sound management negotiations problem solving and decision making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patients promoting advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan. Implementation standards, practice, criteria and indicators for quality nursing. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Facilitate the functionality of the clinic committee and all other committees. Sustain the achieved ideal clinic status. Provide direct and indirect supervision of all clinic staff. Implement Batho Pele principles. Reduce the burden of diseases. Implement PHC re-engineering. Ensure the effective management of complaints. Monitor and evaluate staff performance in terms of employee performance. Assist in the management of mother and child programmes. Ensure pharmaceutical management. Assist in data management. Conduct health education to community. Plan and organize own work to ensure proper nursing care in the clinic. Ensure proper utilization of Human, Material, and Financial resources and keeping up to date records of resources. Ensure proper implementation of National Core Standards, Ideal clinic, Quality and Clinical Audits.
- ENQUIRIES** : Mr VH Zikhali (Assistant Manager Nursing) Tel No: (035) 476 6242, ext. 1005
- APPLICATIONS** : All applications should be forwarded to: Applications should be forwarded to: The Human Resources Manager, Mbongolwane District Hospital, Private Bag X126, Kwa-Pett, 3820, www.e-services.gov.za or emailed to: MbongolwaneHospital.HrJobApplication@kznhealth.gov.za or hand deliver to: Mbongolwane District Hospital, Kwa-Pett
- FOR ATTENTION** : Human Resource Manager

- NOTE** : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that no faxed, e-mailed or late applications will be accepted and considered. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.
- CLOSING DATE** : 08 December 2023
- POST 43/82** : **OPERATIONAL MANAGER GENERAL STREAM GRADE 1 REF NO: KH38/2023**
- SALARY** : Grade 1: R497 193 – R559 686 per annum. 8% Inhospitable allowance of basic salary, 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
- CENTRE** : Kwa-Magwaza District Hospital
- REQUIREMENTS** : Grade 12/Senior Certificate, basic R425 qualification (i.e. Diploma/Degree in general Nursing and midwifery) or equivalent qualification that allows registration with the SANC as professional Nurse and Midwife. Current registration (2023) with the SANC as a Professional Nurse. A minimum of Seven (7) years appropriate or recognizable experience in Nursing after registration as professional Nurse with the SANC in General Nursing. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates.
- DUTIES** : Supervise and ensure provision of an effective and efficient care through adequate nursing care in the unit. Effective management of the unit including planning, implementation, monitoring and evaluation of all. Participate in analysis, formulation and implementation of nursing guidelines, Practice standard and procedures. Organize OPD considering triaging of patient, managing emergencies and fast-tracking clients with flu like symptom. Ensure that resuscitation equipment is available and in order, and staff is skilled on standard and procedures. Ensure adequate supervision of staff and provision of quality patient care in efficient and cost-effective manner. Manage and monitor proper utilisation of Human and financial resources. Prioritise ideal Hospital, Batho Pele principles, Quality improvement initiatives including national priority program plans and OHSC Norms and standards. Serves in quality improvement and clinical Governance committees. Co-ordinate and monitor the implementation of Nursing Care plan and evaluation of care provided to patients. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Work as part of multi- disciplinary team to ensure good nursing care that is cost effective equitable and efficient. Must be prepared to work weekends and public holidays assisting the Assistant Manager Nurses.
- ENQUIRIES** : Ms NN Mthethwa Tel No: (035) 450 8294
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835, hand delivered to KwaMagwaza Hospital, KwaMagwaza Road or email to KwamagwazaHospital.HRJobapplication@kznhealth.gov.za
- FOR ATTENTION** : Assistant Director: HRM
- NOTE** : Applications must be submitted on the New Prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department or from the

website www.kznhealth.gov.za. These Applications received on the incorrect (Z83) will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. 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. People 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 application were unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted) All employees in Public Service that are presently on the same salary level but on a notch /package above of the advertised post are free to apply. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and no Resettlement allowance claims will be considered for payment to candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.

- CLOSING DATE** : 08 December 2023
- POST 43/83** : **CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: KH39/2023**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
8% Inhospitable allowance of basic salary, prescribed 13th cheque medical aid (optional), (Employee must meet prescribed requirement).
- CENTRE REQUIREMENTS** : Kwa-Magwaza District Hospital: Mobile Clinic
: **Grade 1:** Grade 12/Senior Certificate, Basic R425 qualification (i.e. Diploma/Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as a Professional Nurse. One year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current registration with the SANC (2023) as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current and previous work experience endorsed by Human Resource Department (Not certificate of Service) will be only required from shortlisted candidates. **Grade 2:** Grade 12/Senior certificate, Basic R425 qualification (i.e. Diploma/Degree in General Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. A minimum fourteen (14) years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate /recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant specialty.
- DUTIES** : Assist Operational manager in management of the clinic. Assist Doctor during clinic visits. Provide clinical assessment, diagnostic, treatment and care of all clients visiting the clinic. Assist in track and tracing of early missed, late missed and defaulters of chronic treatment. Report all medication using Synch. Give health education to clients on adherence to treatment. Audit clinical records by analysis data. Implement quality improvement plans for audits done. Implement EPMDS as per circulars. Provide In-service education to staff about labour related issues.
- ENQUIRIES APPLICATIONS** : Mr MS Nkabinde Tel No: (035) 450 8203
: All applications should be posted to: The Chief Executive Officer: KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835, hand delivered to KwaMagwaza

**FOR ATTENTION
NOTE**

Hospital, KwaMagwaza Road or email to [Kwamagwaza Hospital.HRJobapplication@kznhealth.gov.za](mailto:KwamagwazaHospital.HRJobapplication@kznhealth.gov.za)

: Assistant Director: HRM
: Applications must be submitted on the New Prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. These Applications received on the incorrect (Z83) will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. 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. People 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 application were unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted) All employees in Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and no Resettlement allowance claims will be considered for payment to candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.

CLOSING DATE

: 08 December 2023

POST 43/84

: **CLINICAL NURSE PRACTITIONER-GINGINDLOVU CLINIC-OUTREACH (WBOT) REF NO: CBH38/2023**

SALARY

: Grade 1: R431 265 - R497 193 per annum
: Grade 2: R528 696 - R645 720 per annum
: Other benefits: 8% rural allowance, 13th cheque, medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)

**CENTRE
REQUIREMENTS**

: Catherine Booth Hospital
: Standard 10, Senior certificate or Grade 12. Degree/Diploma in General Nursing and Midwifery registered with SANC. A post basic 1 year specialized qualification in Primary Health Care accredited with SANC. Current SANC Annual practicing certificate 2023. Valid Driver's license. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as General Nurse with SANC. **Grade 2:** A minimum of 14 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to must be appropriate/recognizable experience in PHC after obtaining the 1 year qualification in PHC. Knowledge of nursing care processes and procedures. Legal prescript, SANC regulation, Health and Safety Act and other related acts. Leadership, organizational, decision making and problem solving skills. Good communication, interpersonal relations, financial management skills. Patients' Rights Charter and Batho Pele Principles. Professionalism etc. Ideal clinic Realization and NCS standards. Team building and supervisory skills.

DUTIES

: Manage outreach services including school health and supervise CHW'S. Manage home treatments, CCMDD program and monitor defaulting clients. Provide quality comprehensive community health care and communicate with community key figures and organizes community awareness's and be a member of OSS. Provide educational services i.e. teaching of patients, public and staff training and

continuous in service training. Provide clinical services: Assessment and examination of patients, Consultation and treatment initiation, Monitor and evaluate clients on treatment and do follow ups, Work with multidisciplinary team, Monitor and control equipment, pharmaceuticals and other resources, Participate in the monitoring and evaluation of care.

- ENQUIRIES** : Mrs PZ Mbonambi Tel No: (035) 474 8407/8/9
- APPLICATIONS** : All applications should be forwarded to: Catherine Booth Hospital, Private Bag X105, Amatikulu, 3801 or hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.
- NOTE** : The following documents must be submitted: Application for employment (Z83 form), obtainable at any Public Service Department or from the website: www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers. Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR. A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 08 December 2023
- POST 43/85** : **CLINICAL NURSE PRACTITIONER-MVUTSHINI CLINIC REF NO: CBH39/2023**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other benefits: 8% rural allowance, 13th cheque, medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
- CENTRE** : Catherine Booth Hospital
- REQUIREMENTS** : Standard10, Senior certificate or Grade12. Degree/Diploma in General Nursing and Midwifery registered with SANC. A post basic 1 year specialized qualification in Primary Health Care accredited with SANC. Current SANC Annual practicing certificate 2023. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as General Nurse with SANC. **Grade 2:** A minimum of 14 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to must be appropriate/recognizable experience in PHC after obtaining the 1 year qualification in PHC. Knowledge of SANC rules and regulation. Knowledge of nursing procedures, relevant acts and policies, Knowledge of Batho Pele and Patient's Rights Charter, Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem solving skills.
- DUTIES** : To provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative services for the clients and communities. Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Participate in clinical audits in the facility and ensure the implementation of QIP. Initiate, provide and ensure that priority programs are functional and accessible. Provide administrative services such as accurate statistics and office administration in the absence of Operational Manager. Ensure proper control and effective and efficient resource utilization. Participate in the initiatives on ICRM and OHSC activities, self-assessment, norms and standards and QIP implementation. Prescribe and dispense medication according to the guideline, protocols and EDL for PHC, Provide services during extended hours and over weekends and holidays as per clinic/client needs.
- ENQUIRIES** : Mrs PZ Mbonambi Tel No: (035) 474 8407/8/9
- APPLICATIONS** : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.

- NOTE** : The following documents must be submitted: Application for employment (Z83 form), obtainable at any Public Service Department or from the website: www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers. Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR. A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 08 December 2023
- POST 43/86** : **CLINICAL NURSE PRACTITIONER-GINGINDLOVU CLINIC REF NO: CBH40/2023**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other benefits: 8% rural allowance, 13th cheque, medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
Standard 10, Senior certificate or Grade12. Degree/Diploma in General Nursing and Midwifery registered with SANC. A post basic 1 year specialized qualification in Primary Health Care accredited with SANC. Current SANC Annual practicing certificate 2023. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as General Nurse with SANC. **Grade 2:** A minimum of 14 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to must be appropriate/recognizable experience in PHC after obtaining the 1 year qualification in PHC. Knowledge of SANC rules and regulation. Knowledge of nursing procedures, relevant acts and policies. Knowledge of Batho Pele and Patient's Rights Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem solving skills.
- DUTIES** : To provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative services for the clients and communities. Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Participate in clinical audits in the facility and ensure the implementation of QIP. Initiate, provide and ensure that priority programs are functional and accessible. Provide administrative services such as accurate statistics and office administration in the absence of Operational Manager. Ensure proper control and effective and efficient resource utilization. Participate in the initiatives on ICRM and OHSC activities, self-assessment, norms and standards and QIP implementation. Prescribe and dispense medication according to the guideline, protocols and EDL for PHC. Provide services during extended hours and over weekends and holidays as per clinic/ client needs.
- ENQUIRIES APPLICATIONS** : Mrs PZ Mbonambi Tel No: (035) 474 8407/8/9
All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.
- NOTE** : Preference will be given to African Male. The following documents must be submitted: Application for employment (Z83 form), obtainable at any Public Service Department or from the website: www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers. Therefore, only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR. A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Failure to comply with all of the above mentioned directions to

candidate(s) will result in your application not being considered. Due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out.

- CLOSING DATE** : 08 December 2023
- POST 43/87** : **CLINICAL NURSE PRACTITIONER-GINGINDLOVU CLINIC REF NO: CBH41/2023**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other benefits: 8% rural allowance, 13th cheque, medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
Standard 10, Senior certificate or Grade12. Degree/Diploma in General Nursing and Midwifery registered with SANC. A post basic 1 year specialized qualification in Primary Health Care accredited with SANC. Current SANC Annual practicing certificate 2023. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as General Nurse with SANC. **Grade 2:** A minimum of 14 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to must be appropriate/recognizable experience in PHC after obtaining the 1 year qualification in PHC. Knowledge of SANC rules and regulation. Knowledge of nursing procedures, relevant acts and policies, Knowledge of Batho Pele and Patient's Rights Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem solving skills.
- DUTIES** : To provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative services for the clients and communities. Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Participate in clinical audits in the facility and ensure the implementation of QIP. Initiate, provide and ensure that priority programs are functional and accessible. Provide administrative services such as accurate statistics and office administration in the absence of Operational Manager. Ensure proper control and effective and efficient resource utilization. Participate in the initiatives on ICRM and OHSC activities, self-assessment, norms and standards and QIP implementation. Prescribe and dispense medication according to the guideline, protocols and EDL for PHC. Provide services during extended hours and over weekends and holidays as per clinic/client needs.
- ENQUIRIES APPLICATIONS** : Mrs PZ Mbonambi Tel No: (035) 474 8407/8/9
All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801.
- NOTE** : The following documents must be submitted: Application for employment (Z83 form), obtainable at any Public Service Department or from the website: www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers. Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR. A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 08 December 2023

POST 43/88 : **CLINICAL NURSE PRACTITIONER-ENSINGWENI CLINIC REF NO: CBH42/2023**

SALARY : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other benefits: 8% rural allowance, 13th cheque, medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)

CENTRE REQUIREMENTS : Catherine Booth Hospital
Standard10, Senior certificate or Grade12. Degree/Diploma in General Nursing and Midwifery registered with SANC. A post basic 1 year specialized qualification in Primary Health Care accredited with SANC. Current SANC Annual practicing certificate 2023. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as General Nurse with SANC. **Grade 2:** A minimum of 14 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to must be appropriate/recognizable experience in PHC after obtaining the 1 year qualification in PHC. Knowledge of SANC rules and regulation. Knowledge of nursing procedures, relevant acts and policies. Knowledge of Batho Pele and Patient's Rights Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem solving skills.

DUTIES : To provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative services for the clients and communities. Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Participate in clinical audits in the facility and ensure the implementation of QIP. Initiate, provide and ensure that priority programs are functional and accessible. Provide administrative services such as accurate statistics and office administration in the absence of Operational Manager. Ensure proper control and effective and efficient resource utilization. Participate in the initiatives on ICRM and OHSC activities, self-assessment, norms and standards and QIP implementation. Prescribe and dispense medication according to the guideline, protocols and EDL for PHC. Provide services during extended hours and over weekends and holidays as per clinic/client needs.

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

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

CLOSING DATE : 08 December 2023

POST 43/89 : **PROFESSIONAL NURSE (SPECIALTY) – TRAUMA REF NO: UMP 45/2023**

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum

CENTRE REQUIREMENTS : Umphumulo Hospital
Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Trauma Nursing Care or Critical Nursing Science, accredited with the South African Nursing Council. Current (2023) council receipt if shortlisted. **Grade 1:** A minimum

of four (4) years appropriate/recognizable experience as a Professional Nurse.
Grade 2: A minimum of fourteen (14) years appropriate/recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate/recognizable experience in maternity after obtaining the post basic qualification of Trauma Nursing Care or Critical Nursing Science, Proof of current and previous experience endorsed by the HR department (if shortlisted). Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

DUTIES : Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Promote quality of nursing care as directed by the professional practice and standards as determined by the institution. Work within the realms of the trauma specialty nurse Scope of Practice and knowledge. Provide comprehensive quality nursing care to patients in Casualty, OPD and POPD. Demonstrate competencies, safe, compassionate and morally based specialized trauma care provision. Provide nursing care that leads to improved service delivery by upholding Batho Pele principles & Patients' Rights. Execute duties and functions within prescripts of applicable legislation. Maintain a constructive working relationship with nursing and other stakeholders. Ensure proper utilization of human, material and financial resources and keep up to date records of patient care. Assist with implementation of National Core Standards, Quality assurance and Infection Control & Prevention. Formulate Trauma and OPD policies & ensure implementation. Training of Staff on trauma procedures. Collect, verify and submit data to FIO timeously. Deputise in the absence of the Operational Manager.

ENQUIRIES : Mrs J M Ndlovu Tel No: (032) 481 4199
APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo, 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION : Mr SM Naidoo
NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 18 December 2023

POST 43/90 : **PROFESSIONAL NURSE (SPECIALTY) – THEATRE REF NO: UMP 46/2023**

SALARY : Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum

CENTRE : Umphumulo Hospital
REQUIREMENTS : Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in

Operating Theatre Nursing Science, accredited with the South African Nursing Council. Current (2022) council receipt. **Grade 1:** A minimum of four (4) years appropriate/recognizable experience as a Professional Nurse. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate/recognizable experience in theatre after obtaining the post basic qualification of Operating Theatre Nursing Science. Proof of current and previous experience endorsed by the HR department submitted only if shortlisted. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

DUTIES : Render an optimal holistic specialized nursing care provided within the set standards and professional/legal framework as a member of the multidisciplinary team and implementation of Nursing Core Standards. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, National Core Standards and all other applicable prescripts. Effective, efficient utilization and management of all resources. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Evaluate patient care programmes from time to time and make proposals for improvement. Manage and the proper handling of instruments. Work collaboratively with surgeons, anesthetists to meet the needs of the patients during theatre procedures and ensure responsibility for patient's care. Develop competencies in pre-operative care, reception area, scrubbing, circulating, recovery room and post-operative care. Ensure safe environment to achieve desired outcomes of surgical interventions. Participate in the formulation, analysis, implementation and monitoring of unit objectives, nursing standards, policies and standard operating procedures. Participate in after- hours theatre calls. Assist and supervise in CSSD. Ensure that equipment and machinery is available and functional at all times. Monitor the blood fridge and ensure the availability of emergency blood. Report and record patient safety incidences, challenges and deficiencies within the unit. Attend meetings, workshops and training programmes as assigned by the supervisor.

ENQUIRIES : Mrs JM Ndlovu Tel No: (032) 481 4199

APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo, 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION : Mr SM Naidoo

NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 18 December 2023

POST 43/91 : **PROFESSIONAL NURSE (SPECIALTY) – MATERNITY REF NO: UMP 45/2023 (X2 POSTS)**

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum

CENTRE : Umphumulo Hospital

REQUIREMENTS : Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Advanced Midwifery, accredited with the South African Nursing Council. Current (2023) council receipt if shortlisted. **Grade 1:** A minimum of four (4) years appropriate/recognizable experience as a Professional Nurse. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate/recognizable experience in maternity after obtaining the post basic qualification of Advanced Midwifery, Proof of current and previous experience endorsed by the HR department submitted only if shortlisted. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

DUTIES : Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the section adheres to the principles of Batho Pele. Diagnose and manage obstetric emergencies in the absence of a Medical Officer ie. eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods and manage or refer in accordance to hospital policy. Develop, implement and review obstetric policies and procedures. Develop quality improvement programs for obstetrics. Conduct Perinatal Mortality reviews or meetings. Implement EPMDS and identify staff training needs. Conduct in-service education for all obstetric staff. Participate in all obstetric programs ie. PPIP, PMTCT, BBI, BFI, and RHC – reproductive health. Practice participative management by assisting with relief duties of the supervisor. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property.

ENQUIRIES : Mrs JM Ndlovu Tel No: (032) 481 4199

APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo, 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION : Mr SM Naidoo

NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z83 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims

<u>CLOSING DATE</u>	:	18 December 2023
<u>POST 43/92</u>	:	<u>CLINICAL NURSE PRACTITIONER (X3 POSTS)</u> Branch: Human Resources Re-advertisement
<u>SALARY</u>	:	Grade 1: R431 265 per annum, Plus 8% rural allowance Grade 2: R528 696 per annum, Plus 8% rural allowance Other benefits: 8% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements).
<u>CENTRE</u>	:	PHC: Ixopo Clinic Ref No: CTK 43/ 2023 Sangcwaba Clinic Ref No: CTK 45/ 2023 Ndwebu Clinic Ref No: CTK 46/ 2023
<u>REQUIREMENTS</u>	:	Grade 1: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, or Diploma in Advance Midwifery for Ixopo Clinic. Current registration with SANC as General Nurse and Primary Health Care/ Advance Midwife. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Verification of employment endorsed and stamped by HR Office will be requested only if shortlisted. Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) OR Diploma in Advance Midwifery for Ixopo Clinic. Current registration with SANC as General Nurse with Midwifery and Primary Health Care/Advanced Midwife. A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Verification of employment endorsed and stamped by HR Office will be requested only if shortlisted. Knowledge, Skills, Competencies and Training Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
<u>DUTIES</u>	:	Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net o Assist with capturing patients on patient registration (HPRS) system.

Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

- ENQUIRIES** : Miss PNS Shezi (PHC Manager: CTK Hospital) Tel No: (039) 834 7533
- APPLICATIONS** : 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." 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. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B: Failure to comply with the above instructions will disqualify applicants. No 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** : 08 December 2023
- POST 43/93** : **PROFESSIONAL NURSE SPECIALTY OPERATING THEATRE REF NO: ITSH54 /2023**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R478 404 per annum
Other benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance (employee must meet prescribed requirements and Medical Aid (optional)
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : **Grade 1:** Matric Senior Certificate (Grade 12). Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in specialty (Diploma in Operating Theatre Technique). A minimum of four years Appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** Matric Senior Certificate (Grade 12). Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in specialty (diploma in Operating Theatre Technique). A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC in General Nursing and Midwife. At least ten years of the period referred to above must be recognizable experience in the specific Specialty after obtaining the relevant one (1) year Post Basic qualification required for the relevant specialty. Current registration with SANC as General Nurse, midwife and operating theatre. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework. Knowledge of public service regulation, Disciplinary Code, Human Resources policies. Hospital Generic and specific policies, financial and budgetary knowledge pertaining to the relevant resources under management. Knowledge and experience in implementation of Batho Pele

		Principles and Patients, Rights Charter, Code of Conduct. Ability to function well within a team, Good communication skills (verbal, written). Knowledge of national Core standards.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care provided within the set standards i.e. Professional/legal. Maintain accurate and complete patient's records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and develop QIPS. Participate in the implementation of National Core Standards, guidelines, protocols. Effective, Efficient and economical use of allocated Resources. Provision of effective support to Nursing Services. Assist in supervision and Development of staff. Participate in training and research and programmes EG. IPC, Quality assurance. Scrubbing for minor and major operations. Provide safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swabs and instruments in theatre. To provide immediate care to all patients who have been operated. To prepare for the operations ensuring smooth running of the theatre. Maintain professional Growth/ ethical Standards and self-Development. Promote good working relationships with multidisciplinary team. Ensuring the availability of necessary basic equipment and stock. Manage Resources.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms JN Mthenjana Tel No: (034) 413 4000
<u>APPLICATIONS</u>	:	All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola, 3170 or hand delivery to Human Resource section or emailed to Tshengisile.mfusi@kznhealth.gov.za
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	08 December 2023
<u>POST 43/94</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1, 2 REF NO: MBO 82/2023 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R 497 193 per annum
	:	Grade 2: R528 696 - R645 720 per annum
	:	Other benefits: medical aid (optional), home owners allowance: employee must meet prescribed requirements, 8% rural allowance, 13th cheque
<u>REQUIREMENTS</u>	:	Grade 1: Senior certificate/Matric or equivalent. Degree/Diploma in General Nursing Science and Midwifery Plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC (2023). Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in General nursing. Grade 2: Senior certificate/Matric or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC (2023). Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which At least 10 years must be

appropriate/recognizable experience after obtaining One (1) year post basic qualification in Primary Health Care. Knowledge, Skills and Competences Required: Knowledge of all applicable legislations such as Nursing Act, Mental Act, OH&S Act, Batho Pele principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.

DUTIES : Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to community. Assist in data management. Ensure pharmaceutical management. Assist in the management of mother and child programmes.

ENQUIRIES : Mr VH Zikhali (Assistant Manager Nursing) Tel No: (035) 476 6242, ext. 1005
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager, Mbongolwane District Hospital, Private Bag X126, Kwa-Pett, 3820 www.e-services.gov.za or Emailed to: MbongolwaneHospital.HrJobApplication@kznhealth.gov.za or hand deliver to: Mbongolwane District Hospital, Kwa-Pett

FOR ATTENTION : Human Resource Manager
NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE : 08 December 2023

POST 43/95 : **PROFESSIONAL NURSE GRADE 1, 2 SPECIALTY: (OCCUPATIONAL HEALTH) REF NO: MBO 83/2023 (X1 POST)**
Component: Wellness Centre
Re-advertisement

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other benefits: 13th cheque, 8% rural allowance, home owners: allowance: (employee must meet prescribed requirements), medical aid (optional)

CENTRE : Mbongolwane District Hospital
REQUIREMENTS : **Grade 1:** Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery. Plus 1 year post basic qualification in Occupational Health Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing

after registration.as a Professional Nurse with SANC in General Nursing. current registration with SANC (2023). Current registration with SANC as a General Nurse, Midwife and Occupational Health Nursing Science. **Grade 2:** Senior certificate/Grade 12. Diploma Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Occupational Health Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration. with SANC in General Nursing. At least 10 years of the period mentioned above must be recognizable experience in Occupational Health, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwife and Occupational Health Nursing Science. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures. Sound knowledge of Occupational Health and Safety Act, Compensation Injuries Diseases Act (COIDA) and the latest Employee Health and Wellness Framework for the service. Knowledge of basic human resource and financial management. Ability to demonstrate good insight of policies and procedure pertaining to occupational. Employee health and wellness. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and Patient's rights charter.

DUTIES

: Ensure the compliance to baseline medical surveillance, periodical medical examination. And exit medical examination for both hospital and satellite clinic's employees. Administer clinical treatment of staff patients and make referrals. Develop and implement Occupational Health and Safety Training Programmes, Orientation and Induction programs. Undertake occupational disease research for the purpose of investigating and preventing all types of occupational related diseases. Manage statistics and reports and submit to relevant stakeholders. Maintain client satisfaction through quality services, innovation and nursing care by upholding the principles of Batho Pele. Work hand in hand with Health and Safety Officer, EAP and ensure the unit complies with infection and prevention control standard precautions. Formulate policies and procedure manuals for the wellness clinic. To ensure that the conditions meet and maintain compliance certificates as regulated in the Occupational Health and Safety Act 85 of 1983.To compile all Occupational Health Manuals and protocols to be used by the hospital. To advice management on Occupational Health and Safety legal proceedings. Form part of IPC and Quality audit team and compile Quality Improvement Plan.

**ENQUIRIES
APPLICATIONS**

: Ms. LCW Mwandla (Assistant Manager Nursing) Tel No: (035) 476 6242, ext. 1091
 : should be forwarded to: The Chief Executive Officer, Private Bag X126, Kwa-Pett, 3820, www.e-services.gov.za or Emailed to: MbongolwaneHospital.HrJobApplication@kznhealth.gov.za or Hand Deliver to: Mbongolwane District Hospital, Kwa-Pett

**FOR ATTENTION
NOTE**

: Human Resource Manager
 : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE

: 08 December 2023

POST 43/96 : **PROFESSIONAL NURSE: SPECIALTY (OPHTHALMIC) REF NO: MBO 84/2023 (X1 POST)**
Component: Outpatient Department

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: home owners allowance (prescribed requirements to be met), 13thcheque, rural allowance 8% and medical aid (optional)

CENTRE REQUIREMENTS : Mbongolwane District Hospital
: Senior certificate/Grade 12 certificate or equivalent. Diploma/ Degree in General Nursing and Midwifery. One (1) year post basic qualification in Ophthalmology. Current registration with SANC as a General nurse, Midwifery and Ophthalmology. **Grade 1:** Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC plus One (1) year post qualification in Ophthalmology. **Grade 2:** Minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate recognizable experience after obtaining the 1 year post basic qualification in Ophthalmology. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Nursing statutes and relevant legal framework. Good communication skills Facilitation and coordination skills. Networking and problem solving skills. Information Management. Ability to formulate patient care related policies.

DUTIES : Provide comprehensive quality nursing care to patients/clients in a specialty unit in a cost-effective and efficient manner. Assist in planning organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Demonstrate compliance with Nursing Act and SANC regulations. Able to plan and organize own work and that of support personnel to ensure proper Nursing Care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho Pele and patients’ rights charter). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Ensure compliance with all National, Provincial and professional prescripts/legislation Participate in the analysis and formulation of nursing policies and procedures. Order, monitor and control levels of consumables Provide a safe therapeutic and hygiene environment. Work effectively and amicably with other employees/patients of diverse intellectual, cultural, racial or religious differences. Demonstrate understanding of Human Resource and Financial Management policies and procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records .Implement plan of action in emergency situations according to protocols and guidelines .To attend monthly nursing and multidisciplinary meetings and implement Action plans.

ENQUIRIES APPLICATIONS : Mr NM Mhlongo (Assistant Manager Nursing) Tel No: (035) 476 6242, ext. 1011 should be forwarded to: The Chief Executive Officer, Private Bag X126, Kwa-Pett, 3820, emailed to: MbongolwaneHospital.HrJobApplication@kznhealth.gov.za or hand delivered to Mbongolwane Hospital – Kwa-Pett or www.e-services.gov.za

FOR ATTENTION NOTE : Human Resource Manager
: Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit

records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

- CLOSING DATE** : 08 December 2023
- POST 43/97** : **CLINICAL NURSE PRACTITIONER REF NO: NGWE 140/2023**
Department: HAST Unit
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 8% rural allowance. 13th cheque, housing allowance (employee must meet prescribed requirements), medical aid (optional).
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: **Grade 1:** Senior Certificate/Grade 12. Diploma/Degree in General Nursing that allows registration with the SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Attach proof of working experience endorsed by Human Resource Department. **Grade 2:** Senior Certificate/Grade 12. Diploma/Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current SANC receipt. Knowledge, Skills, Attributes and Abilities: Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
- DUTIES** : Implement programs within the HAST unit, monitor performance and outcomes against set standards and act on deviation. Provide comprehensive health care for clients in HAST unit, not limited to TB &HIV management, cervical screening, family planning, MMC, outreach services. Planning and organizing own work and that of support personnel to ensure proper nursing care. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies and procedures. Compile Nerve Centre data. Ensure that the unit complies with Infection Prevention and Control as well as occupational health and safety. Strengthen ethics and professionalism. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Provide safe and therapeutic environment for patients, staff and public. Supervise other junior employees. Participate in staff development using EPMDS and other work related programs and training. Assist the Operational Manager in overall management of HAST unit. Maintain accreditation standards by ensuring compliance with National Norms and Standards.
- ENQUIRIES APPLICATIONS** : Ms RM Sithole Tel No: (035) 901 7258
: Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to: The Human

Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

FOR ATTENTION NOTE

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

CLOSING DATE

: 08 December 2023

POST 43/98

: **PROFESSIONAL NURSE SPECIALTY GRADE 1,2 REF NO: NGWE 141/2023**
Department: Orthopaedic Ward

SALARY

: Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th cheque, medical aid (optional), housing allowance (employee must meet the prescribed requirements), 8% in-hospitable area allowance.

CENTRE REQUIREMENTS

: Ngwelezana Hospital
: Senior Certificate/Grade 12. Diploma/Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. A one year post basic qualification in Orthopaedic Nursing Science. Current SANC receipt. **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES

: 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. 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. Strengthen ethics and professionalism. 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 National 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
APPLICATIONS**

: Ms RM Sithole Tel No: (035) 901 7258
 : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 08 December 2023

POST 43/99

: **PROFESSIONAL NURSE SPECIALTY GRADE 1,2 REF NO: NGWE 142/2023**
 Department: Psychiatry

SALARY

: Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other benefits: 13th cheque, medical aid (optional), housing allowance (employee must meet the prescribed requirements), 8% in-hospitable area allowance.

**CENTRE
REQUIREMENTS**

: Ngwelezana Hospital
 : Senior Certificate/Grade 12. Diploma/Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. A one year post basic qualification in Psychiatric Nursing. Current SANC receipt. **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in

General Nursing. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients. Participate in staff development using EPMS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.

ENQUIRIES : Ms RM Sithole Tel No: (035) 901 7258
APPLICATIONS : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

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

CLOSING DATE : 08 December 2023

<u>POST 43/100</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1,2 REF NO: NGWE 143/2023</u> Department: Oncology
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other benefits: 13th cheque, medical aid (optional), housing allowance (employee must meet the prescribed requirements), 8% in-hospitable area allowance.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Hospital Senior Certificate/Grade 12. Diploma/Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. A one year post basic qualification in Oncology Nursing. Current SANC receipt. Grade 1: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities: Ability to educate patients and/ or families as to the nature of disease and to provide instruction on proper care treatment. Knowledge of supportive care principles and techniques for Oncology patients. Knowledge of the nature and treatments of oncological diseases and of reactions and side effects of related therapy methods. Knowledge of bereavement counselling techniques. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
<u>DUTIES</u>	:	Render an optimal holistic quality specialized nursing care as directed by the scope of practice and standards determined by relevant specialty. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Provides direct nursing care for specified patient including appropriate supportive care and administrative of chemotherapy, blood components, fluids and electrolyte replacements and other oncology treatments as prescribed. Perform nursing assessments and triage of patient care needs for new and ongoing patients. Provide education to patients, families, and significant others, acts as an information resource to students, health care professionals, patients and public. Provide family support as required, including applicable referrals and bereavement counselling. Follows established departmental policies, procedures and objectives, continuous quality improvement objectives and safety. Train and guide other nursing and support staff engaged in clinical activities, may participate in research and related activities. Performs miscellaneous job related duties as assigned. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Participate in staff development using EPMDS System and other work related programmes and training. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure effective and efficient management of resources and availability of essential equipment. Attend to meetings, and assist with relief duties of supervision as assigned by the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms RM Sithole Tel No: (035) 901 7258 Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
<u>FOR ATTENTION NOTE</u>	:	Mr MP Zungu Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who

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

- CLOSING DATE** : 08 December 2023
- POST 43/101** : **PROFESSIONAL NURSE SPECIALTY GRADE 1,2 REF NO: NGWE 144/2023**
Department: Emergency Unit
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th cheque, medical aid (optional), housing allowance (employee must meet the prescribed requirements), 8% in-hospitable area allowance.
- CENTRE REQUIREMENTS** : Ngwelezana Hospital
Senior Certificate/Grade 12. Diploma/Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. A one year post basic qualification in Emergency Nursing Science. Current SANC receipt. **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- DUTIES** : Render an optimal holistic quality specialized nursing care as directed by the scope of practice and standards determined by relevant specialty. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Participate in staff development using EPMS System and other work related programmes and training. Ensure effective and efficient management of resources and availability of essential equipment. Attend

to meetings, and assist with relief duties of supervision as assigned by the supervisor.

- ENQUIRIES** : Ms RM Sithole Tel No: (035) 901 7258
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 08 December 2023
- POST 43/102** : **PROFESSIONAL NURSE SPECIALTY GRADE 1,2 REF NO: NGWE 145/2023**
Department: Intensive Care Unit
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th cheque, medical aid (optional), housing allowance (employee must meet the prescribed requirements), 8% in-hospitable area allowance.
- CENTRE** : Ngwelezana Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12. Diploma/Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. A one year post basic qualification in Critical Nursing Science. Current SANC receipt. **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

- DUTIES** : Render an optimal holistic quality specialized nursing care as directed by the scope of practice and standards determined by relevant specialty. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Participate in staff development using EPMDS System and other work related programmes and training. Ensure effective and efficient management of resources and availability of essential equipment. Attend to meetings, and assist with relief duties of supervision as assigned by the supervisor.
- ENQUIRIES** : Ms RM Sithole Tel No: (035) 901 7258
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 08 December 2023
- POST 43/103** : **PROFESSIONAL NURSE SPECIALTY GRADE 1,2 REF NO: NGWE 146/2023**
Department: Operating Theatre
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th cheque, medical aid (optional), housing allowance (employee must meet the prescribed requirements), 8% in-hospitable area allowance.
- CENTRE** : Ngwelezana Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12. Diploma/Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. A one year post basic qualification in Operating Theatre

Nursing Science. Current SANC receipt. **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES : 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. 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. Strengthen ethics and professionalism. 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 National 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 EPMSD System and other work related programmes and training.

ENQUIRIES : Ms RM Sithole Tel No: (035) 901 7258
APPLICATIONS : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

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

Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE : 08 December 2023

POST 43/104 : **CLINICAL NURSE PRACTITIONER (MAYIZEKANYE CLINIC) REF NO: APP/26/2023 (X1 POST)**
Component: Nursing-PHC

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th cheque, medical aid (optional) and housing allowance (employee must meet the prescribed requirements). rural allowance 8%

CENTRE REQUIREMENTS : AppelsBosch Hospital
Degree/National Diploma in General Nursing and Midwifery. Only if shortlisted Proof of current registration with SANC (2023) as a Professional Nurse and Midwifery will be required. A Post Basic nursing qualification with a duration of at least 1 year in Curative skills in Primary health Care accredited with SANC. **Grade 1:** A minimum of four (04) years appropriate/recognisable experience in nursing after registration as Professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 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/recognisable experience in specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Certificate of Service endorsed by Human Resource as proof of experience. (Only if shortlisted) Recommendations NIMART Certificate Computer literacy. Valid Driver's license Code B (08). Knowledge, Skills, Training, and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's Right Charter. Knowledge of Code of conducts labour relations. Good communication and interpersonal skills. Decision making and problem solving skills. Basic Financial management.

DUTIES : Provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative service for the clients and the community. Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Participate in clinical audits in the facility and ensure implementation of quality improvement plans supported by strong work ethics. Initiate and provide preventive and promotive activities in national priority programmes including MNCWH, non-communicable disease and HAST and quality improvement programs. Provide administrative service such as providing accurate statistics for evaluation and future planning. Provide administrative service such as providing accurate statistics for evaluation and future planning. Provide support in the reduction and management of disease burden to ensure better health outcomes. Ensure proper control and effective utilization of all resources including, financial, pharmaceuticals and infrastructure. Always promoting scientific quality nursing care by functioning as therapeutic team coordinating between the clinic and community and preventing micro-legal hazards. Encourage research by assisting in regional and departmental projects ensuring that the community needs are taken into account. Participating and assisting with the according to treatment guidelines, protocols and EDL for PHC. The incumbent will be expected to rotate to different streams in the clinic. Provide comprehensive health care service extended hours, weekends and public holidays.

ENQUIRIES APPLICATIONS : Mr. M Zele: Assistant Manager Nursing-PHC Tel No: (032) 294 8000
should be forwarded to: The Chief Executive Officer, Private Bag X215, Ozwathini, 3242.

FOR ATTENTION NOTE : Human Resource Manager
Applicants are encouraged to hand delivered or courier their applications this office will not be responsible for late or lost applications due to unreliable post office.
Equity target: African male.

CLOSING DATE : 08 December 2023

POST 43/105 : **CLINICAL NURSE PRACTITIONER (MOBILE CLINIC) REF NO: APP/27/2023 (X1 POST)**
Component: Nursing-PHC

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th cheque, medical aid (optional) and housing allowance (employee must meet the prescribed requirements). rural allowance 8%

CENTRE REQUIREMENTS : AppelsBosch Hospital
: Degree/National Diploma in General Nursing and Midwifery. Only if shortlisted Proof of current registration with SANC (2023) as a Professional Nurse and Midwifery will be required. A Post Basic nursing qualification with a duration of at least 1 year in Curative skills in Primary health Care accredited with SANC. **Grade 1:** A minimum of four (04) years appropriate/recognisable experience in nursing after registration as Professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 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/recognisable experience in specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Certificate of Service endorsed by Human Resource as proof of experience only if shortlisted. Recommendations: NIMART Certificate Computer literacy. Valid Driver's license Code B (08). Knowledge, Skills, Training, and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's Right Charter. Knowledge of Code of conducts labour relations. Good communication and interpersonal skills. Decision making and problem solving skills. Basic Financial management.

DUTIES : Provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative service for the clients and the community. Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Participate in clinical audits in the facility and ensure implementation of quality improvement plans supported by strong work ethics. Initiate and provide preventive and promotive activities in national priority programmes including MNCWH, non-communicable disease and HAST and quality improvement programs. Provide administrative service such as providing accurate statistics for evaluation and future planning. Provide administrative service such as providing accurate statistics for evaluation and future planning. Provide support in the reduction and management of disease burden to ensure better health outcomes. Ensure proper control and effective utilization of all resources including, financial, pharmaceuticals and infrastructure. Always promoting scientific quality nursing care by functioning as therapeutic team coordinating between the clinic and community and preventing micro-legal hazards. Encourage research by assisting in regional and departmental projects ensuring that the community needs are taken into account. Participating and assisting with the according to treatment guidelines, protocols and EDL for PHC. The incumbent will be expected to rotate to different streams in the clinic. Provide comprehensive health care service extended hours, weekends and public holidays

ENQUIRIES APPLICATIONS : Mr M Zele (Assistant Manager Nursing-PHC) Tel No: (032) 294 8000
: should be forwarded to: The Chief Executive Officer, Private Bag X215 Ozwathini, 3242.

FOR ATTENTION NOTE : Human Resource Manager
: Applicants are encourage to hand delivered or courier their applications this office will not be responsible for late or lost applications due to unreliable post office. Equity target: African male.

CLOSING DATE : 22 December 2023

POST 43/106 : **OCCUPATIONAL THERAPIST (GRADE 1, 2 & 3) REF NO: EDU 53/2023**
Component: Medical and Allied

SALARY : Grade 1: R359 622 – R408 201 per annum
Grade 2: R420 015 – R477 771 per annum
Grade 3: R491 676 – R595 251 per annum

		Other benefits: medical aid – optional, housing allowance - employee must meet prescribed requirements, 13th cheque and 17% rural allowance.
<u>CENTRE REQUIREMENTS</u>	:	Edumbe CHC
	:	Grade 12/National senior Certificate. Degree or Diploma in Occupational Therapist. Registration certificate with HPCSA as Occupational Therapist. Current registration with HPCSA for 2023 as Occupational Therapist. Grade 1: No experience. Grade 2: A minimum of 10 years appropriate/recognizable experience after registration as Occupational Therapist with the HPCSA. Grade 3: A minimum of 20 years appropriate/recognizable experience after registration as Occupational Therapist with the HPCSA. 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. Recommendation: Computer Literacy, Valid driver's license. Knowledge, Skills, Training and Competences Required: Good interpersonal skills. Report writing skill. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to resolve problems and apply analytical processes to patient care.
<u>DUTIES</u>	:	Ensure high quality rehabilitation services. Prepare reports and monthly statistics as required by the supervisor. Ensure all basic and necessary equipment and material needed for the department to run are ordered as per department needs. Attend all clinics as per departmental roster. Ensure proper implementation of treatment protocol and guidelines. Ensure department is well managed in terms of administrative and functionality. Assist in drafting departmental policies and protocols and also presenting it to the policy committee. Provide effective, comprehensive assessment, treatment and general Occupational Therapy service to all patients.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr MM Sibeko Tel No: (034) 995 8500, ext. 8517
	:	All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, 463 eDumbe Main Street Location, Paulpietersburg 3180, HR office No: 46. NB: Sending applications using courier service/hand delivery is encouraged as we do not have the Post Office at Paulpietersburg.
<u>NOTE</u>	:	Direction to candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.
<u>CLOSING DATE</u>	:	08 December 2023

<u>POST 43/107</u>	:	<u>PARAMEDIC GRADE 3 & 4 REF NO: KCD 18/2023</u>
<u>SALARY</u>	:	Grade 3: R440 904 - R501 630 per annum Grade 4: R516 273 - R581 655 per annum 13th cheque, medical aid (optional subject to employee must meet prescribed requirements) and housing allowance (subject to employee must meet prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	:	King Cetshwayo District (Southern Sub-district and Western Sub district) Matric Certificate or Grade 12 (Senior Certificate), B-Tech Degree in Emergency Care, Ten (10) years working experience after registration with HPCSA as an Emergency Care Practitioner, Registration with HPCSA as Emergency Care Practitioner, Valid Drivers' License C1 with Professional Driving Permit. Grade 2: required additional Ten (10) years working experience after registration with HPCSA as an Emergency Care Practitioner. Possess knowledge of Advance Life Support Protocol. Health Related Act, Relevant Public Service, Knowledge of Legislation, EMS Trend, HPCSA and EMS Protocol, Possess knowledge of Advance Medical Rescue, Knowledge and understanding of EMS Standard Operation procedures, rules and regulations of Road, Traffic ordinance, ability to work under pressure, Patience, Tolerance, Empathy and Cross Cultural Awareness, Interpersonal sensitivity and code of conduct in the public service, An understanding of the challenges facing the public health sector, Ability to plan and prioritize work related matters and to comply with time frames and Very high levels of accuracy and extensive analytical skills.
<u>DUTIES</u>	:	Provide advanced life support and advanced medical rescue for the District and Sub- District, Respond to the emergency call in the district, Maintain vehicle and medical equipment check the allocated vehicle and equipment and complete the check list, Assist with the community awareness programmes within the district, Conduct treatment of hepatitis programme for the staff and monitor progress thereof, Lecture patient management and demonstrate use of equipment to the internal Operational staff, other health sector staff and public, Assist ECO's with emergency call (red code) and critical patients, Actively participate in quality assurance project in the district, Control, issue and check drugs, records issues in registers and submit registers, Change and replenish surgical sundries and medical-gases and ensure that all items are used before expiry date, Wash, clean and disinfect the interior of the vehicle equipment and maintain unit in a good working condition, Conduct proper shift hand over and report discrepancies on equipment, monitor vehicle, services and make recommendation to the shift leader, Maintain accurate and reliable records or information, Maintain best clinical practices in accordance with quality standards and maintaining Continuous Professional Development (CPD), Abide by all standard operation procedures for EMS and HPCSA, Provide orientation and supervised training with regard to ALS, Actively participate in training and quality assurance programs, Execute duties assigned by immediate supervisor and/or any other official and Work flexible hours (inclusive of overtime) and beyond the Western Zone Sub-district based on service delivery need.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MD Laing Tel No: (035) 474 4450/52 Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department.
<u>FOR ATTENTION NOTE</u>	:	Mr MTR Nzuzo Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification

certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

- CLOSING DATE** : 08 December 2023
- POST 43/108** : **DIAGNOSTIC RADIOGRAPHY GRADE 1, 2 OR 3 REF NO: MBO 80/2023 (X1 POST)**
Component: Medical
- SALARY** : Grade 1: R359 622 – R408 201 per annum
Grade 2: R420 015 – R477 771 per annum
Grade 3: R491 676 – R595 251 per annum
Other benefits: medical aid (optional) home owners allowance: employee must meet prescribed requirements, 8% rural allowance, 13th cheque
- CENTRE REQUIREMENTS** : Mbongolwane District Hospital
Grade 12/Standard10 or Senior Certificate. National Diploma or Degree in Diagnostic Radiography. Certificate of Registration with the Health Professions Council of South Africa (HPCSA) as an Independent Diagnostic Radiographer. Current registration with HPCSA for 2023/2024 as a Diagnostic Radiographer (Independent Practice). **Grade 1:** No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service as required in South Africa. Minimum of eleven years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in south Africa. **Grade 3:** Minimum of 20 years' experience after registration with HPCSA in the relevant profession in respect of South Africa qualified employees who performed community service, as required in south Africa. Minimum of 21 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, Skills and Competences Required: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/ RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control regulations and safety measures. Ability to perform and record quality assurance tests as stipulated by the radiation control directorate. Computer literacy.
- DUTIES** : Provide high quality diagnostic radiographic service observing safe radiation protection standards .Practice in after hours and standby duties which include nights, weekend and public holiday. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in quality assurance and quality improvement programmes, in service training, national core standards and ideal Hospital realization maintenance framework. Inspect and utilize equipment professional to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.
- ENQUIRIES APPLICATIONS** : Dr PC Mchunu Tel No: (035) 476 6242, ext. 1113
should be forwarded to: Mbongolwane District Hospital, Private Bag X126, Kwa-Pett, 3820, www.e-services.gov.za emailed to:

MbongolwaneHospital.HrJobApplication@kznhealth.gov.za or hand deliver to:
Mbongolwane District Hospital, Kwa-Pett

FOR ATTENTION NOTE : Human Resource Manager
: Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 08 December 2023

POST 43/109 : **DIAGNOSTIC RADIOGRAPHER GRADE 1, 2 or 3 REF NO: DPKISMH 63/2023 (X2 POSTS)**
Component: Radiography

SALARY : Grade 1: R359 622 – R578 367 per annum
Grade 2: R420 015 – R477 771 per annum
Grade 3: R491 676 – R595 251 per annum
Other benefits: 13th cheque plus housing allowance (employee must meet prescribed requirements) medical aid (optional)

CENTRE REQUIREMENTS : Dr Pixley Ka Isaka Seme Memorial Hospital
: Senior Certificate/Grade 12 or Equivalent. National Diploma/Degree in Diagnostic Radiography. Registration with HPCSA as a Diagnostic Radiographer. Current registration with HPCSA as a Diagnostic Radiographer (2023/2024). Current and previous experience endorsed by Human Resources department will be required from shortlisted candidates. All successful candidates will have to spend minimum one year in service. Knowledge Skills Training and Competencies Required: Sound knowledge of radiation control and safety measures in both general and MRI modalities. Sound knowledge of Diagnostic Radiography procedures, including MRI, computed tomography and fluoroscopy and general equipment. Computer Literacy. Knowledge of relevant Health and Safety Acts. Ability to communicate effectively and problem solving skills. Good interpersonal relations and ability to perform well within a team. Ability to perform basic quality assurance tests. Sound knowledge in PACS/RIS operation.

DUTIES : To provide high quality Diagnostic Radiographic service according to patient needs. To promote good health practices and ensures optimal care of patients. To execute all clinical procedures competently to prevent complications. To provide a 24-hour radiographic services including weekends, public holidays and CT after hours when allocated. To perform reception, clerical duties as required. To compile reports as required in working environment. To comply with safe radiation protection standards. To contribute to the overall work process in the component. To comply with and promote Batho Pele Principles. To insect and utilize equipment professionally and thus ensure compliances with safety regulations. To participate in quality assurance and quality improvement projects. To participate and comply with the National Core Standards.

ENQUIRIES APPLICATIONS : Ms LN Phungula (Assistant Director Radiography Tel No: (031) 530 1432
: To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: **Pixley.recruitment@kznhealth.gov.za**

FOR ATTENTION : Deputy Director: HRM

- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
- CLOSING DATE** : 08 December 2023
- POST 43/110** : **DENTAL THERAPIST REF NO: MOS/DT/01/2023 (X1 POST)**
Component: Dental Department
- SALARY** : Grade 1: R359 622 per annum
Grade 2: R420 015 per annum
Grade 3: R491 676 per annum
Other benefits: 13th Cheque, medical Aid (Optional), Homeowner`s allowance (employee must meet prescribed requirements)
- CENTRE** : Mosvold District Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification Plus; Bachelor of Dental Therapy Plus, Certificate/s of Registration with the HPCSA Plus; Current registration with HPCSA (2023). Experience: **Grade 1:** No Experience Required, **Grade 2:** Bachelor of Dental Therapy and a certificate of Registration with the HPCSA Plus 10 year`s appropriate experience after registration as a Dental Therapist. **Grade 3:** Bachelor of Dental Therapy and a certificate of Registration with the HPCSA Plus, 20 year`s appropriate experience after registration as a Dental Therapist. Knowledge, Skills and Competencies Required: Knowledge and understanding of the legislative prescript governing the Public Service, Ability to communicate effectively with all levels of staff and the public, Computer literacy, Ability to work under pressure, Presentation, planning and organizing skills, Ability to manage conflict and apply discipline, Decision making and problem-solving skills.
- DUTIES** : Render clinical dental services within the Institution, including travelling to the Clinics, Ensure appropriate management and treatment of dental patients, Render quality oral health care to patients (whole spectrum: extractions, restorative care, preventative care, pathology, infection control, waste management, etc.), Ensure appropriate referral system of patients, Provide and assure quality health care and information management including, generation, collection, Conduct oral health education to patients and identified groups (e.g., Wards, Interdepartmental training, school children, clinics, etc.), Participate in oral health month activities (i.e., screening, health talks, etc.), Conduct service need index screening at schools (OHI/OHE, Fluoride, referrals), Carry out any clinical duties as allocated by the clinical supervisor.
- ENQUIRIES** : All enquiries should be directed to Dr. HJ Hamilton Tel No: (035) 591 0122
- APPLICATIONS** : All applications must be addressed: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968, hand delivered to Human Resource Office or emailed to zama.masango@kznhealth.gov.za
- NOTE** : Applications must be submitted on the new Application for Employment Form (Form Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za must be accurately completed and signed.

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

- CLOSING DATE** : 08 December 2023
- POST 43/111** : **ORAL HYGIENIST REF NO: PSH 88 0/2023 (X1 POST)**
- SALARY** : R359 622 per annum
- CENTRE** : Port Shepstone Regional Hospital
- REQUIREMENTS** : Grade 12 (Senior Certificate). Diploma/Bachelor Degree in Oral Health. Certificate of registration with HPCSA. Current registration with HPCSA (2023). Certificate of service endorsed by HR. Knowledge, Skills and Experience: Excellent communication skills, human relations and ability to train staff within a team. Ability to work and maintain meaningful relationships with a diverse community. Knowledge of health and public services legislation, regulations and policies. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of a multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Planning, organizing, leading, controlling, delegation, communication, motivation, decision making and problem-solving skills and knowledge.
- DUTIES** : To examine teeth, gingiva and oral cavity using dental instruments and diagnostic equipment to evaluate dental health, diagnose diseases or abnormalities and plan appropriate treatment. To advise and instruct patients regarding preventative dental care, the causes and treatment of dental related problems, and oral health care service. To administer anaesthetics to limit the amount of pain experienced by patients during procedures. Formulate plan of treatment for teeth and oral diseases. Use of air turbine and hand instruments and dental appliances. Perform scaling and polishing procedures to patients. Give oral hygiene instructions and education to patients. Conduct school oral health programmes and tooth brushing programme. Application of fissure sealants/sealant restorations/class V restorations. Application of fluoride treatment. To be involved with outreach programmes and school teams from the public health centres. To be able to refer patients appropriately. To keep proper records of school visits, patients seen, etc. Dr M Panajatovic or Dr ME Mbili Tel No: (039) 688 6000
- ENQUIRIES APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240, Or 11 – 17 Bazley Street Port Shepstone, 4240. NB: Applicants are encouraged to utilise courier services.
- FOR ATTENTION NOTE** : Mr ZM Zulu
Detailed application for employment (Z83) and Curriculum Vitae only. Certified copies must not be submitted when applying for employment. Only short listed candidates will be requested to submit proof of qualifications and other related documents. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the

Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

<u>CLOSING DATE</u>	:	08 December 2023
<u>POST 43/112</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1, 2, 3 REF NO: NGWE 147/2023</u>
<u>SALARY</u>	:	Grade 1: R359 622 – R408 201 per annum Grade 2: R420 015 – R477 771 per annum Grade 3: R491 676 – R595 251 per annum Other benefits: 13th cheque, housing allowance (employee must meet prescribed requirements), medical aid (optional)
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Senior Certificate/Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Clinical Technologist (Cardiology). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist (Cardiology). Grade 1: No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Clinical Technologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of Twenty One (21) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Attributes and Abilities: Sound knowledge of echocardiology. Knowledge of general medical equipment. Good verbal and written communication skills. Interpersonal and team building skills. Ability to work under pressure and independently.
<u>DUTIES</u>	:	Render quality echocardiology services to patients. Perform stress ECG's, carotid Doppler and holter monitoring. Perform any other duties relevant to the work situation which may be allocated by the Supervisor. Provide relief duties as and when required and 24 hour coverage for emergencies. Participate in the teaching programme for all personnel within the department. Maintain accurate records and statistics of patients attended to.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr RS Moeketsi Tel No: (035) 901 7000 Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
<u>FOR ATTENTION NOTE</u>	:	Mr MP Zungu Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by

shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 08 December 2023
- POST 43/113** : **SOCIAL WORKER REF NO: MBO 85/2023 (X1 POST)**
Component: Medical
Re-advertisement
- SALARY** : Grade 1: R294 411 – R338 712 per annum
Grade 2: R359 520 – R410 289 per annum
Grade 3: R432 348 – R500 715 per annum
Grade 4: R530 010 – R647 325 per annum
Other benefits: medical aid (optional) housing allowance: employee must meet prescribed requirements, 13th cheque
- CENTRE REQUIREMENTS** : Mbongolwane District Hospital
Grade 12/standard10 or Senior Certificate. Bachelor's Degree of Social Work. Registration certificate with the South African Council for Social Services Professions. Current registration with HPCSA as a Social Worker. **Grade 1:** No experience required. **Grade 2:** Minimum of Ten (10) years' experience after registration with the South African Council for Social Services Profession as a Social worker. **Grade 3:** Minimum of 20 years' experience after registration with the South African Council for Social Services Profession as a Social Worker. **Grade 4:** Minimum of 30 years' experience after registration with the South African Council for Social Services Profession as a Social Worker. Recommendations: One year experience as Social Worker. Driver's license. Knowledge, Skills, Training and Competencies Required: Sound knowledge and understanding of human behavior. Time management policy development, counselling, Tact and Diplomacy, Planning and Organizing Skills. Good interpersonal relations, communication, facilitation presentation and report writing, innovation skills. Sound professional and ethical behavior including professionalism, team orientation, reliability, integrity, confidentiality, etc. Ability to work under pressure with good tact and diplomacy. Advisory, monitoring and evaluation interpretation, policy analysis and research.
- DUTIES** : Render social work services with regards to the care, support, protection and development of vulnerable, groups, families and communities that justify relevant interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate effectiveness of the recommended interventions, report on progress and identify further/amended intervention top address the identified conditions. Study, interpret, apply and give

information on legislation and policies in the identified work field to social auxiliary workers, students, volunteers and other role players or stakeholders. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other task emanating from the courts. Produce and maintain records of social work interventions and process and outcomes. Support social auxiliaries, students and volunteers. Keep up to date with the new developments in the social work and social work welfare fields. Monitor and study social services, legal and policy framework continuously. Liaise or attend meetings with other departments and non-governmental institutions to take cognizance of the latest developments in the relevant fields. Undertake first level social work research and developments; engage in continuous professional development as prescribed. This would inter alia, entail the following: study professional journals and publications in order to ensure that cognizance is taken of new developments.

- ENQUIRIES** : Dr PC Mchunu Tel No: (035) 476 6242, ext. 1113
- APPLICATIONS** : Applications should be forwarded to: Mbongolwane District Hospital, Private Bag X126, Kwa-Pett, 3820, www.e-services.gov.za or emailed to: MbongolwaneHospital.HrJobApplication@kznhealth.gov.za or hand deliver to: Mbongolwane District Hospital, Kwa-Pett
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.
- CLOSING DATE** : 08 December 2023
- POST 43/114** : **PROFESSIONAL NURSE GENERAL STREAM (GRADE1-2) REF NO: KH40/2023**
- SALARY** : Grade 1: R293 670 – R337 860 per annum
Grade 2: R358 626 -R409 275 per annum
basic salary, 8% Inhospitable allowance of basic salary 13th cheque Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
- CENTRE** : OPD (Psychiatry)
- REQUIREMENTS** : **Grade 1:** Grade 12/Senior Certificate, basic R425 qualification (i.e. Diploma/Degree in general Nursing with midwifery and Psychiatry) or equivalent qualification that allows registration with the SANC as professional Nurse and Midwifery. Current registration (2023) with the SANC as a Professional Nurse.
Grade 2: A minimum of ten (10) years appropriate or recognizable experience in Nursing after registration as professional Nurse with the SANC in General Nursing. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates.
- DUTIES** : Liaising with Mental Health coordinator in the district office. Plan and coordinator MHC awareness from prevention and early detection of mental illness. Ensure correct filling and monitor process of MHC forms for admitted patients. Give

ENQUIRIES
APPLICATIONS

Support to MHC and their families, ensure medication compliance and follow up care. Educate nursing staff on care and safety of in-patients.
: Mrs Z Mthembu Tel No: (035) 450 8256
: All applications should be posted to: The Chief Executive Officer: KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835, hand delivered to KwaMagwaza Hospital, KwaMagwaza Road or email to [Kwamagwaza Hospital.HRJobapplication@kznhealth.gov.za](mailto:KwamagwazaHospital.HRJobapplication@kznhealth.gov.za)

FOR ATTENTION
NOTE

: Assistant Director: HRM
: Applications must be submitted on the New Prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. These Applications received on the incorrect (Z83) will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. 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. People 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 application were unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted) All employees in Public Service that are presently on the same salary level but on a notch /package above of the advertised post are free to apply. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and no Resettlement allowance claims will be considered for payment to candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.

CLOSING DATE

: 08 December 2023

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HEALTH**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- APPLICATIONS** : Applications quoting relevant reference, should be forwarded as follows: Klerksdorp/Tshepong Hospital Complex, Private Bag XA14, Klerksdorp, 2570.
- FOR ATTENTION** : Mr A Mlambo, Klerksdorp/Tshepong Hospital Complex
- CLOSING DATE** : 08 December 2023
- NOTE** : The Department requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: North West Department of Health is an equal opportunity and affirmative action employer. It is our intention to promote representivity in North West Department of Health through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. North West Department of Health will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. Registrars will be appointed jointly between the North West Department of Health and the University of the Witwatersrand, will be based in Klerksdorp/Tshepong Hospital Complex and may be required to rotate through the training platforms in Gauteng.

OTHER POST

- POST 43/115** : **REGISTRAR (MEDICAL) REF NO: 01/2023/06**
Four Year Contract
(Joint Appointment with Faculty of Health Sciences, University of Witwatersrand)
- SALARY** : R906 540 per annum, (all-inclusive package)
- CENTRE** : Klerksdorp/Tshepong Hospital Complex:
Internal Medicine (X2 Posts)
Radiation Oncology (X1 Post)
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa as Registrar. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South

Africa as Medical Practitioner in Independent Practice. Part (I) of the CMSA examination will be a recommendation.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients, participate in all activities of the discipline in relation to teaching and research, departmental audit, preparing and writing of reports and community liaison. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings and completing Medico Legal Documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participate in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Render after hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES

: Prof B Luke Tel No: (018) 406 3111/3216

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 11 December 2023
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 43/116** : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE (BREDASDORP) REF NO: AGR 15/2023 R1**
- SALARY** : Grade A: R353 013 - R376 806 per annum
Grade B: R398 865- R428 619 per annum
Grade C: R451 587- R531 117 per annum
(Salary will be determined based on post registration experience as per (Salary level OSD)
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
An appropriate 3-year National Diploma in Engineering or relevant qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher).
Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer People Management; Planning and organising; Change Management; Good analytical, problem solving, interpersonal and organisational; Self motivated, Ability to work under pressure.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions. Provide input into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters .
- ENQUIRIES** : Mr G Jephthas Tel No: (028) 425 4819/ grant.jephthas@westerncape.gov.za

DEPARTMENT OF INFRASTRUCTURE

- APPLICATIONS** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted.
- CLOSING DATE** : 11 December 2023

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 43/117 : **CHIEF ARCHITECT: ARCHITECTURAL SERVICES (HEALTH) REF NO: DOI 139/2023**

SALARY : R990 747 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience; Valid driving license; Compulsory registration with SACAP as a Professional Architect (Please attach your proof of registration to your profile. Competencies: Knowledge of the following: Contract documentation and administration; Act/regulations of Occupational Health and Safety Act; National Building regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Project management; Formulation of policies in a multidisciplinary professional environment; Skills needed: Written and verbal communication; Conflict management; Leadership, organising and teamwork; Ability to work under pressure, meet deadlines and work in a team.

DUTIES : Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining architectural operational effectiveness; Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals. People Management will entail the following: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

ENQUIRIES : Ms J Thomas at Jodie.Thomas@westerncape.gov.za

POST 43/118 : **PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE (IPSS) REF NO: DOI 09/2023 R3**

SALARY : Grade A: R795 147 - R847 221 per annum
Grade B: R894 042 - R962 292 per annum
Grade C: R1 020 087 - R1 197 978 per annum
(Salary will be determined based on post registration experience as per OSD)

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Recommendation: Mechanical Building Services Experience (General or Health related). Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr I Haupt Tel No: 021 483 6453

POST 43/119 : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) - ROUTINE MAINTENANCE REF NO. DOI 65/2023 R1**

SALARY : Grade A: R410 388 - R441 045 per annum
Grade B: R464 703 - R499 275 per annum
Grade C: R532 117 - R622 134 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist; A minimum of 3-years post qualification Engineering technologist experience; A valid driving license (Code B or higher) Recommendation: Working experience of physical road maintenance and

construction and associated experience . Competencies: Knowledge of the following: Road safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads - Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Skills in the following: Technical report writing; Networking; Professional judgement; Problem solving and analysis; Decision making; Leadership; Self-management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; People management.

- DUTIES** : Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and coordination and physical protection of the proclaimed provincial network within the Oudtshoorn DRE; Support engineers, technicians and associates in field; Promote safety standards in line with statutory and regulatory requirements; Perform administrative and related functions; Provide inputs to the operational plan; Research and development; Procurement of maintenance material; Monitor flood damage repair and maintenance activities on the roads; Quality assurance of technical designs with specification and authorize/make recommendations for approval by the relevant authority.
- ENQUIRIES** : Mr E van Wyk Tel No: (044) 272 6071

PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 11 December 2023

- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend 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 nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 43/120</u>	:	<u>HEAD OFFICIAL: PROVINCIAL TREASURY REF NO: PT 16/2023 R1</u> 05-Year Contract
<u>SALARY</u>	:	R2 158 533 per annum (Level 16), (all-inclusive package to be structured in accordance with the rules for SMS), Plus a 10% non pensionable HOD allowance
<u>CENTRE</u>	:	Provincial Treasury, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant undergraduate qualification (NQF level 7) plus a postgraduate qualification (NQF Level 8) as recognised by SAQA; A minimum of 8 years' senior management experience within the Financial environment of which 3 years must be within any organ of state as defined in the Constitution, Act 108 of 1996; Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before the candidate may be appointed into this post. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details are available at: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme . Recommendation: A postgraduate degree in Finance, Economics and/ or Future studies will serve as an advantage; Senior Management experience within the economic and financial sectors. Competencies: Knowledge of the latest advances in public management theory and practice. Advanced knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge of intergovernmental and international relations. Proven knowledge and understanding of public service procedures, processes and systems; Knowledge of communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skill Strong leadership skills with specific reference to the ability to display thought leadership in complex situations, Excellent communication skills. Outstanding planning, organising and people management skills. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances. Persuading and influencing skills.
<u>DUTIES</u>	:	Render financial governance and asset management services. Render fiscal and economic services. Provide an effective financial management support service to the Department. Render strategic and operational management support services. Render an administrative support service to the Provincial Minister. Define and review on a continual basis the purpose, objectives, priorities and activities of the department Drive the Departmental strategic planning process. Drive the development and management of the strategic and business plans for the Department. Evaluate the performance of the Department on a continuing basis against pre-determined key measurable objectives and standards. Report to the Provincial Minister on a regular basis on the activities of the Department and on matters of substantial importance to the Administration. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department, and of the resources employed by it. Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan. Motivate, train and guide employees within the Department, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Department. Monitor information capacity building within the Department. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Department. Promote sound labour relations within the Department. Actively manage and promote the maintenance of discipline within the Department. Manage participation in the budgeting process at Departmental level, and at Branch/Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Department. Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure. Assume direct accountability for ensuring that the correct

tender and procurement procedures are adhered to in respect of purchases for the Department. Report to the Provincial Minister and relevant oversight role players/committees on all aspects of the Department's finances. Diligently perform all duties assigned to the post of Head Official: Provincial Treasury. Assume overall accountability for the management, maintenance and safekeeping of the Department assets. Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards. Ms Louise Esterhuysen Tel No: (021) 483 5856

ENQUIRIES

:

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

:

Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE

:

11 December 2023

NOTE

:

Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 43/121

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PROFESSIONAL NURSE: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 132/2023

SALARY

:

Grade 1: R293 670 - R337 860 per annum, (OSD as prescribed)
Grade 2: R358 626 – R409 275 per annum, (OSD as prescribed)
Grade 3: R431 265 - R543 969 per annum, (OSD as prescribed)

CENTRE

:

Department of Social Development, Western Cape Government

REQUIREMENTS

:

Grade 1: Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Compulsory registration with the SANC as a Professional Nurse; No experience required. **Grade 2:** Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Compulsory registration with the SANC as a Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Compulsory registration with the SANC as a Professional Nurse. A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: None. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

DUTIES

:

Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing MDT members and other stakeholders. Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES

: Ms S Smith Tel No: (021) 202 9248