



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 40 OF 2023

DATE ISSUED 03 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.

AMENDMENTS

: **DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT:** The positions of Professional Surveyor with Ref No: 3/2/1/2023/675, Project Coordinator: Land Development Support with Ref No: 3/2/1/2023/676, Control Resource Auditor with Ref No: 3/2/1/2023/677, Senior Project Officer: Pre-settlement with Ref No: 3/2/1/2023/678, Human Resource Clerk (Supervisor) with Ref No: 3/2/1/2023/679, State Accountant: Salaries (X2 Posts) with Ref No: 3/2/1/2023/680, Senior Data Capturer with Ref No: 3/2/1/2023/681, Administration Clerk with Ref No: 3/2/1/2023/682, Groundsman with Ref No: 3/2/1/2023/683 that was advertised in the Public Service Vacancy Circular 39 dated 27 October 2023 has reference. The positions have been withdrawn. The Department apologises for any inconvenience caused.

GOVERNMENT PRINTING WORKS: GRADUATE PROGRAMME (INTERNSHIP) FOR THE YEAR 2024/2026: Kindly note that Graduate Programme (Internship) for the year 2024/2026 advertised in Public Service Vacancy Circular 39 dated 27 October 2023 with a closing date of 13 November 2023. However, the below notes have since been amended as follows: NOTE: The Government Printing Works (GPW) invite applications from qualifying graduates to participate in the Graduate Programme (Internship) for the 2024/2026 financial year. The 24 months' Internship is aimed at providing work experience/exposure to graduates. Applicants must be unemployed, be South African Citizens and between the ages of 18-35. Applicants should not have participated in an internship in any Government or State Institution, failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only 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 qualifications will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Government Printing Works is under no obligation to employ the Graduates on completion of the programme. Due to these amendments, closing date has been extended to 20 November 2023 (16h00 Noon). We apologise for the inconvenience caused.

KWAZULU-NATAL: DEPARTMENT OF PROVINCIAL TREASURY: Kindly note that the following post: Deputy Director: Transversal Policy and Capacity Building with Ref No: KZNPT23/56 (X1 Post) was advertised in Public Service Vacancy Circular 39 dated 27 October 2023, the qualification requirement of the post has been changed as follows: A NQF Level 7 or higher qualification in Supply Chain Management/ Law/ Commerce/Public Management/Administration (with majors in Law/Commerce/SCM). The closing date of the post is extended to 24 November 2023.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
EMPLOYEMENT AND LABOUR	A	04 - 17
WATER AND SANITATION	B	18 - 20

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	C	21 - 22
GAUTENG	D	23 - 53
KWAZULU NATAL	E	54 - 128
NORTHERN CAPE	F	129 - 132
WESTERN CAPE	G	133 - 142

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	17 November 2023 at 16:00
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. 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 the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate (s) should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

<u>POST 40/01</u>	:	<u>DIRECTOR: POLICY DEVELOPMENT, STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: HR4/4/3/3/DPDSPME/UIF</u>
<u>SALARY</u>	:	R1 162 200 per annum, (all inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Monitoring and Evaluation / Public Management / Public Administration / Business Management / Business Administration / Developmental Studies /

Economics / Public Policy Development and Management. A post graduate qualification with research will be an added advantage. A master's degree in the identified fields will be an added advantage. SMS Pre-entry programme (Nyukela) certificate as endorsed by the National School Government (NSG). Five (5) years appropriate (monitoring and evaluation, planning, research and policy formulation) experience at a middle / senior managerial level. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Monitoring and Evaluation platform / Principles. Monitoring and Evaluation Systems. Research Methodology. Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Skills: Financial Management. Report Writing. Risk Management. Project Management. Diversity Management. Computer Literacy. Communication. Monitoring and Evaluation platform. Research Methodology. Problem Solving and Decision Making.

- DUTIES** : Oversee the development of appropriate governance to support Fund's strategy development process. Manage the implementation of the monitoring and evaluate frameworks. Monitor and evaluation and analysis of service delivery.
- ENQUIRIES APPLICATIONS** : Ms MP Roux Tel No: (012) 337 1529 /1729
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

OTHER POSTS

- POST 40/02** : **SPECIALIST: EMPLOYER AUDIT REF NO: HR 4/4/6/166**
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum, (all inclusive)
: Provincial Office Limpopo
: Three-year tertiary qualification in Internal Auditing/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ B. Comm Accounting/ B. Compt Accounting/ B. Com Law/ LLB/ Financial Management. Five years' functional experience in auditing/ inspections/ compliance/ financial environment of which three years must be at management level. Valid motor vehicle driving license. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, National Minimum Wage Act, Public Service Regulations Act, Occupational Health and Safety Act and Regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Research, Project management, Analytical, Innovative.
- DUTIES** : Manage and monitor the implementation of UIA and COIDA programme strategy. Manage process to monitor and evaluate impact of UIA and COIDA programmes. Manage and monitor the execution of legal proceedings. Manage and monitor the implementation of Advocacy Campaigns on UIA and COIDA regularly and when there are amendments. Manage the resources and develop controls to achieve and maintain clean audit.
- ENQUIRIES APPLICATIONS** : Ms. Lebogo MS Tel No: (015) 290 1662
: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane
- POST 40/03** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X5 POSTS)**
(Re-advertisement, applicants who applied previously are encouraged to re-apply for Mkhondo, Mashishing, Ermelo and Bethal)
- SALARY CENTRE** : R958 824 per annum, (all inclusive)
: Mkhondo Labour Centre Ref No: HR 4/4/7/165 (X1 Post)
: Mbombela Labour Centre Ref No: HR 4/4/7/166 (X1 Post)
: Mashishing Labour Centre Ref No: HR 4/4/7/167(X1 Post)
: Ermelo Labour Centre Ref No: HR 4/4/7/168 (X1 Post)
: Bethal Labour Centre Ref No: HR 4/4/7/169 (X1 Post)

<u>REQUIREMENTS</u>	:	Three (3) years National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social science, Engineering Sciences, Public Administration/Management, Business Administration/ Management, Operations Management, Project Management, Three (3) years Legal qualification. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years functional experience in Labour Market Operations/Service delivery environment. Valid Driver's license. Knowledge: Public Finance Management Act. Treasury Regulations. Supply Chain Management processes. Asset Management. All labour Legislations. Departmental Policies and Procedures. Public Service Regulations. Batho Pele Principles. Skills: Management. Computer. Presentation Skills. Communication (Both Verbal and written), Interpersonal. Conflict Management. Leadership. Project Management. Diversity Management. Change Management, Monitoring and Evaluation.
<u>DUTIES</u>	:	Manage the service delivery objectives per mandate of the Department of Employment and Labour and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour centre (Daily).
<u>ENQUIRIES</u>	:	Rev MG Sibanyoni Tel No: (013) 655 8702
<u>APPLICATIONS</u>	:	The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni
<u>POST 40/04</u>	:	<u>DEPUTY DIRECTOR: FINANCE AND OFFICE ADMIN SERVICES REF NO: HR4/4/10/01</u>
<u>SALARY</u>	:	R811 560 per annum, (all inclusive)
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	A relevant Three-years tertiary qualification in Business/ Public Administration/ Management or Financial Management. A valid driver's license. Two (2) years management and/ or supervisory experience. Three (3) years functional experience in Administration, IT and Financial Management Environment. Knowledge: White paper on transformation of Public Service. Public Service Act. Public Service Regulations and relevant prescripts. Departmental policies and procedures. Accounting systems and Internal Control. Corporate governance. Batho Pele principle. Departmental policies and prescripts. Knowledge of PFMA. Treasury Regulations and the Budget Guidelines. Knowledge of Word, Excel, PowerPoint and Outlook. Skills: Leadership. Interpersonal relation. Presentation. Planning and organising. Assertiveness. Computer Literacy. Accounting. Innovative. Analytical. Negotiation. Project Management. Strategic management. Ability to build high performance team. Diversity facilitation. Verbal and Written Communication.
<u>DUTIES</u>	:	Manage the implementation of Financial Management processes and procedure in the Province. Manage and implement budgeting processes and the compilation of the Provincial MTEF budget. Responsible for Financial control and accounting in the province. Manage the administration of BAS and payments in the province. Manage the IT and Office support service in the province. Manage the Fleet Management Services in the Province. Manage resources and ensure sound financial management of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. UT Qambata Tel No: (018) 387 8146.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
<u>POST 40/05</u>	:	<u>DEPUTY DIRECTOR: COMMUNICATIONS (INTERNAL AND EXTERNAL) REF NO: HR4/4/3/2/DDCIE/UIF</u>
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Communications / Public Relations / Media Studies / Journalism at NQF Level 6 as recognized by SAQA. Five (5) years' experience of which two (2) years must be functional experience in Communications services environment and three (3) years must be at Assistant Director level. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Procedures and Policies

of UIF. Business Case / Concept of the UIF. Media in general and specific Operations of different Media sections. Marketing and Promotional Strategies. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Skills: Communication. Creative Writing. Editing and proofreading. Computer literacy. Management. Analytical. Project Management. Conflict Management.

DUTIES : Manage Media Relations, Audio Visual Production and Photography. Manage Editorial, Publication and Graphic Design Services. Manage UIF Website, Intranet and social media pages. Manage Library Services. Manage resources in the Sub-Directorate.

ENQUIRIES : Mr TS Hattingh Tel No: (012) 337 1692/ 1430
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria,

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 40/06 : **DEPUTY DIRECTOR: ACTUARIAL SERVICES (CONTRACT) REF NO: HR4/4/3/2/DDAS/UIF**

SALARY : R811 560 per annum, (all-inclusive)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : A relevant three (3) year tertiary qualification or equivalent. Five (5) years' experience of which three (3) years must be functional experience in actuarial services and two (2) years must be managerial experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Public Financial Management Act (PFMA). Public Service Regulations (PSR). Public Services Act (PSA). Treasury Regulations. Investment markets and portfolio management. Generally Accepted Accounting Practices (GAAP). International Financial Reporting Standards. Generally, Recognizes Accounting Practices (GRAP). MS Office. Actuarial projections and reporting methodologies and techniques. Skills: Leadership. Management. Computer Literacy. Communication. Accounting. Time Management. Planning and Organising. Analytical. Research. Problem Solving & Decision Making. Portfolio Management. Financial Management. Policy formulation.

DUTIES : Provide technical guidance and actuarial functions in the UIF. Manage accounting and disclosure of Actuarial estimates services in the UIF. Maintain the working relationship with external actuarial advisors. Manage resources in the Sub-Directorate.

ENQUIRIES : Ms ASC Fourie Tel No: (012) 337 1420/ 1599
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria,

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 40/07 : **DEPUTY DIRECTOR: INVESTMENT (CONTRACT) REF NO: HR4/4/3/2/DDI/UIF**

SALARY : R811 560 per annum, (all-inclusive)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Three (3) year tertiary qualification in Investment Management / Accounting. Five (5) years in investment management related working experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Public Financial Management Act (PFMA). Public Service Regulations (PSR). Public Services Act (PSA). Treasury Regulations. Public Investment Cooperation Act (PICA). Investment markets and portfolio management. Generally Accepted Accounting Practices (GAAP). International Financial Reporting Standards. Generally, Recognizes Accounting Practices (GRAP). MS Office. Skills: Leadership. Management. Computer Literacy. Communication. Accounting. Time Management. Planning and Organising. Analytical. Research. Problem Solving & Decision Making. Portfolio Management. Financial Management. Policy formulation.

DUTIES : Render investment management services. Render investment accounting and disclosure services. Render investment risk management services. Manage resources.

ENQUIRIES : Ms ASC Fourie Tel No: (012) 337 1420/ 1599

APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 40/08 : **DEPUTY DIRECTOR: TREASURY (CONTRACT) REF NO: HR4/4/3/2/DDT/UIF**

SALARY CENTRE REQUIREMENTS : R811 560 per annum, (all-inclusive)
: Unemployment Insurance Fund, Pretoria
: Three (3) year tertiary qualification in Finance / Accounting. Five (5) years working experience in treasury and cash flow management. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Public Financial Management Act (PFMA). Treasury Regulations. Public Investment Cooperation Act (PICA). Generally, Recognizes Accounting Practices (GRAP). Skills: Leadership. Management. Computer Literacy. Communication. Accounting. Time Management. Planning and Organising. Analytical. Research. Problem Solving & Decision Making. Portfolio Management. Financial Management. Policy formulation.

DUTIES : Provide technical guidance on treasury functions in the UIF. Manage and develop a strong working relationship with all the stakeholders of the UIF. Manage cash flow requirements of UIF. Manage resources.

ENQUIRIES APPLICATIONS : Ms ASC Fourie Tel No: (012) 337 1420/ 1599

FOR ATTENTION : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
: Sub-directorate: Human Resources Management, UIF

POST 40/09 : **PSYCHOMETRIST / REGISTERED COUNSELLOR (GRADE 1) REF NO: HR4/4/5/71**

SALARY CENTRE REQUIREMENTS : R645 129 – R713 835 per annum, (OSD)
: Durban Labour Centre
: Four (4) years B Psych qualification or a Psych equivalent. Registration with Health Professional Council of South Africa (HPCSA) as a Registered Counsellor (independent practice) or Psychometrist (Independent practice). Valid Drivers licence. Experience: None. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Planning and organizing, Communication skills, Computer skills, Analytical skills, Presentation skills, Interpersonal skills, Report writing skills, Leadership.

DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organizations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups, Manage operations and personnel resources of the employment counselling support.

ENQUIRIES APPLICATIONS : Mr SA Mchunu Tel No: (031) 336 1500

FOR ATTENTION : Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban.
: Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 40/10 : **ASSISTANT DIRECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/6/166**

SALARY CENTRE REQUIREMENTS : R527 298 per annum
: Labour Centre Polokwane
: B-Degree in Labour Relations/ Labour Law/ LLB/ BCOM Law. Four years' experience in Inspection and Enforcement functions and valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Public Service Regulations, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act, Rules of the Labour Court, Criminal Procedure. Skills: Facilitation, Planning and organizing, Computer literacy,

DUTIES : Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication. Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislations. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce, as and when necessary, including making preparations for and appearing in court as a State witness. Provide guidance and manage proactive (Blitz) inspection programme for compliance with Labour Legislations. Manage and monitor the advocacy campaign on Labour legislations as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspection.

ENQUIRIES APPLICATIONS : Ms TE Maluleke Tel No: (015) 290 1768
Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane

FOR ATTENTION : Sub-directorate: Human Resources Management, Limpopo

POST 40/11 : **ASSISTANT DIRECTOR: FRAUD INVESTIGATION & ANTI-CORRUPTION HR4/4/5/57**
(Re advertisement, those who applied before should re-apply)

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: Provincial Office: KZN
: Three (3) years tertiary qualification in Risk Management/ Internal Audit/ Forensic Investigation. Two (2) years functional experience in anti-fraud and corruption environment. Two (2) years supervisory experience. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Finance Management Act, Unemployment Insurance and Unemployment Insurance Contributions Act, All Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal Procedures, Fraud related administration and operations, Batho Pele Principles, Public Service Regulations, Basic Conditions of Employment Act, Public Service Act, COIDA. Skills: Planning Organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer Literacy, Presentation, Assertive, Attention to detail, Client focused, Organisational goal driven, Initiative, Dedicated, Responsiveness.

DUTIES : Combat fraud and corruption through investigations in the province to create an environment which is fraud and corruption free. Develop and ensure implementation of Risk Management and Anti-Fraud Strategy. Develop plans for Risk Assessments and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption. Conduct risk research and analysis. Manage all resources within the unit.

ENQUIRIES APPLICATIONS : Mr M Mangcotywa Tel: (031) 366 2186
: Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede, Durban, 4000

POST 40/12 : **ASSISTANT DIRECTOR: FINANCE REF NO: HR4/4/5/69**

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: Provincial Office: KZN
: Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Accounting/ Financial Management/ Cost and Management Accounting/ Internal Audit. Four (4) years' experience of which two (2) years must be at Supervisory level and two (2) years functional experience in finance. Valid driver's License. Knowledge: Public Service Transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Labour Relations and Collective Bargaining Systems, Minimum Information Security Standards. Skills: Administration and Finance Management, Verbal and written communication, Interpersonal relations, Ability to build high- performance teams, Computer literacy, Project management.

DUTIES : Manage the process of financial accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations, etc. Manage user access to financial and personnel systems (BAS, Persal, Safety web, etc). Coordinate,

review, analyse the provincial budget and utilization of resources. Monitor the management of revenue, petty cash and debt in the province. Manage expenditure in the province. Manage all resources in the section.

ENQUIRIES : Mr M Mwelase Tel No: (031) 366 2316
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 40/13 : **ASSISTANT DIRECTOR: TRADE CREDITORS REF NO: HR4/4/3/2/ASDTC/UIF**

SALARY : R424 104 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification in Accounting, Auditing, Business Information Systems and Economics at NQF Level 6 as recognized by SAQA. Four (4) years' experience of which one (1) year must be functional experience in Financial environment and three (3) years' at supervisory level. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Financial Management Act (PFMA). Treasury Regulations. Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Generally Recognized Accounting Principles (GRAP). General Accepted Accounting Principles (GAAP). Relevant Financial Systems (Ax-One, BAS, etc). HR System (PERSAL). Financial systems. Skills: Accounting. Communication (verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Financial Management.

DUTIES : Approve payment of internal and external creditors of the Fund. Facilitate the administration of petty cash EFT. Review the reconciliation of the sub-module against the general ledger. Verify and ensure processing of financial classification figures (salary). Manage resources (Human, Finance, Equipment, Assets) in the sub-directorate.

ENQUIRIES : Mr V Nefale Tel No: (012) 337 1470/
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

POST 40/14 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR4/4/3/2/ASDIA/UIF (X2 POSTS)**

SALARY : R424 104 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Internal Auditing/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Internal Audit environment. Two (2) years supervisor experience. Registered member with professional body e.g. Institute of Internal Auditors. Knowledge: Internal Audit and Methodology. Public Financial Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Conflict Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Unemployment Insurance Act (UIA). Labour Relations Act (LRA). Unemployment Insurance Contributions Act (UICA). Auditor General Process and Procedures. Promotion of Access to information. Skills: Communication. Coordinating. Audit Techniques. Risk Assessment. Negotiation. Presentation. Problem Solving. Planning and Organizing. Policy analysis and Development. Computer Literacy. Management. Interpersonal. Report Writing. Analytical.

DUTIES : Facilitate audit engagement planning. Facilitate the review of controls on systems, assets and operations. Coordinate the evaluation of reliability and integrity of financial information. Coordinate the provision of three year rolling plan and implement it. Manage resources (Human, Financial, Equipment/ Assets) in the section.

ENQUIRIES : Mr KB Mahloko Tel No: (012) 337 1609
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

POST 40/15 : **SENIOR STATE ACCOUNTANT: BANK RECONCILIATIONS REF NO: HR4/4/3/2/SSABR/UIF (X2 POSTS)**

SALARY : R359 517 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification in Accounting / Auditing / Business Information Systems / Economics at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in the Finance environment. Knowledge: Financial delegations, processes and policies of UIF. Financial Management Principles and Financial Management Directives from the Treasury. Batho Pele Principles. Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). International Financial Reporting Standards (IFRS). Skills: Communication (both verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and organizing. Analytical. Numeracy.

DUTIES : Render manual and electronic bank reconciliation services. Maintain bank accounts on general ledger. Identify unauthorised and fraudulent transactions on the bank statements. Render administrative support services.

ENQUIRIES : Ms MV Lefifi Tel No: (012) 337 1947
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 40/16 : **SENIOR PRACTITIONER: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/3/1/SPAFAC/UIF (X2 POSTS)**

SALARY : R359 517 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6) in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Forensic Investigation. Two (2) years functional experience in Anti- Fraud and Anti-Corruption/ Risk Management environment. Knowledge: Public Financial Management Act (PFMA). Fraud and Corruption Legislative Framework. Prevention of Organised Crime Act. Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Public Service Act (PSA). Public Service Regulation (PSR). Labour Relations Act (LRA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Conflict Management. Analytical and Creativity. Time Management. Problem Solving. Presentation. Planning and organizing. Communication. Computer Literacy. Report writing.

DUTIES : Implement the departmental anti-fraud and anti-corruption strategies. Identify potential fraud and corruption risks and interventions to manage them under supervision of the Assistant Director. Conduct investigation of fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption awareness campaigns. Supervise resources (Human Finance, Equipment/ Assets) in the section.

ENQUIRIES : Mr GS Phoshoko Tel No: (012) 337 1978
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

POST 40/17 : **TEAM LEADER (X3 POSTS)**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Modimolle Ref No: HR4/4/6/168 (X1 post)
Labour Centre: Thohoyandou Ref No: HR4/4/6/167 (X1 Post)
Labour Centre: Ficksburg Ref No: HR 4/4/8/862 (X1 Post)
REQUIREMENTS : Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal,

Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Ms JM Fope Tel No: (015) 290 1699/1694, Mr Makgobola MI Tel No: (015) 290 1664, Ms M Mabuda Tel No: (051) 933 2299

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane.
Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

POST 40/18 : **BCEA INSPECTOR REF NO: HR 4/4/10/02**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Rustenburg
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Labour Relations Act, UI Contributions Act, Compensation for Occupational Injuries and Diseases Act, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act, Skills: Planning organizing, Compute literacy, Leaders, Facilitation, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical, Written and verbal communication.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.

ENQUIRIES : Mr. UT Qambata Tel No: (018) 387 8146
APPLICATIONS : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

POST 40/19 : **OHS INSPECTOR REF NO: HR4/4/10/300 (X2 POSTS)**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Graaff Reinet
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus a 3-year tertiary qualification in Labour Relation/ B-Tech degree in Labour Relations/ LLB for BCEA or Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering for OHS. A valid driver license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills,

		Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr S Mshumpela Tel No: (049) 892 2142
<u>APPLICATIONS</u>	:	63 Church Street, Graaff Reinet, 6280 Labour Centre Operations: P.O Box 342, Graaff Reinet, 6280
<u>POST 40/20</u>	:	<u>SENIOR PRACTITIONER: ACCOUNTS PAYABLE: BENEFICIARY SERVICES REF NO: HR 4/4/4/05/02</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	Three (3) year Tertiary qualification (NQF level 6) in Accounting / Finance. Two (2) years' functional experience in accounts payable environment. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Public Financial Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA). Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Analytical, Numeracy, Planning and Organizing.
<u>DUTIES</u>	:	Provide support in the accounts payable process. Render accounting and administrative support. Conduct reconciliation of accounts. Implement the daily payment run. Supervise resources (Human, Finance, Equipment/ Assets) in the section.
<u>ENQUIRIES</u>	:	Mr PP Godongwana, Tel: (011) 853 5059
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.
<u>POST 40/21</u>	:	<u>SUPERVISOR REGISTRATION SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Labour Centre: Bethlehem Ref No: HR 4/4/8/868 (X1 Post) Labour Centre: Harrismith Ref No: HR 4/4/8/861 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years qualification in Business Administration/ Management; Public Administration Management and Operations Management. Two (2) years' functional experience in registration services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele principles, Public Services Act, Public Services Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem Solving, Computer Literacy, Basic interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation, Analytical.
<u>DUTIES</u>	:	Monitor and oversee the help desk as the first point of the entry within the Registration Service. Oversee the employment service rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations, Monitor and analyse the applications of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints.
<u>ENQUIRIES</u>	:	Ms T Moholi Tel No: (058) 303 5293 (Bethlehem) Ms T Mvelase Tel No: (058) 623 2977 (Harrismith)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

POST 40/22 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

SALARY : R294 321 per annum
CENTRE : Labour Centre: Durban Ref No:HR4/4/5/70 (X1 Post)
Labour Centre: Kroonstad Ref No: HR 4/4/8/863 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and organising (mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA), Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation, Conduct advocacy campaign on all labour legislation independently, Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES : Mr SA Mchunu, Tel: (031) 336 1500
Mr S Malope Tel: (056) 215 1812

APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Durban, 4056 or hand deliver at Govt Buildings Masonic Grove, Durban.
Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

POST 40/23 : **OFFICE ADMINISTRATOR REF NO: HR4/4/3/1/OA/UIF**

SALARY : R294 321 per annum
CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : Three years' relevant qualification (NQF Level 6) in Office Administration / Secretarial / Office Management/ Administration/ Management Assistant. 1-2 years' functional experience in Office Administration environment. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Departmental Policies and Procedures. Batho Pele principles. Administration procedures. Skills: Computer Literacy. Planning and Organising. Communications (both verbal and written). Interpersonal. Report writing. Time Management.

DUTIES : Provide secretarial service to the office of the Senior Manager. Render financial administration service to the office of the Senior Manager. Provide logistical support service to the office of the Senior Manager. Provide administrative support service to the office of the Senior Manager.

ENQUIRIES : Mr TI Maphatane Tel No: (012) 337 1827/1978

APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

POST 40/24 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

SALARY : R241 485 per annum
CENTRE : Labour Centre: Ref No: HR4/4/5/68 (X1 Post)
Labour Centre: Lichtenburg Ref No: HR4/4/10/03 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, Execute investigations on reported cases pertaining to

contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr SA Mchunu Tel No: (031) 336 1500
Mr UT Qambata Tel No: (018) 387 8146

APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Durban, 4056 or hand deliver at Govt Buildings Masonic Grove, Durban.
Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

POST 40/25 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR4/4/5/73**

SALARY : R241 485 per annum
CENTRE : Pietermaritzburg Labour Centre
REQUIREMENTS : Grade 12/ Matric Certificate. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interviewing, Communication, Computer Literacy, Interpersonal skills, Telephone etiquette, Innovative/Creative, Client focused, Disciplined, self-motivated and Assertive.

DUTIES : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and employer registration forms for COIDA.

ENQUIRIES : Mr M September Tel No: (033) 341 5300
APPLICATIONS : Deputy Director: Labour Centre Operations: P/Bag 9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg.

POST 40/26 : **ADMINISTRATIVE CLERKS: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/5/51 (X2 POSTS)**

SALARY : R202 233 per annum
CENTRE : Pinetown Labour Centre
REQUIREMENTS : Matriculation/ Grade 12/Senior Certificate. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem Solving, Computer Literacy, Analytical, Planning and organizing.

DUTIES : To render Supply Chain Management Function in a Labour Centre (Daily). Provide a Finance and Office Management Service to the Labour Centre(Daily). Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre (Daily). Responsible for the records management in a Labour Centre (Daily).

ENQUIRIES : Mr SB Gwala Tel No: (031) 701 7740
APPLICATIONS : Deputy Director: Pinetown Labour Centre PO Box 1025 Pinetown, 3610 or hand deliver to 49 Kings Road, Pinetown, 3610

POST 40/27 : **REGISTRY CLERK: FINANCE AND OFFICE ADMINISTRATION REF NO: HR4/4/5/72 (X2 POSTS)**

SALARY : R202 233 per annum
CENTRE : Provincial Office: KZN
REQUIREMENTS : Grade 12/ Matriculation/ Senior Certificate. No experience required. Knowledge: National Archives guidelines and Record Management prescripts, Departmental policies and procedures, Batho Pele Principles, Departmental Registry Procedures and Public Finance Management. Skills: Communication skills, Interpersonal skills, Problem solving, Organizing skills and Computer skills.

DUTIES : Maintain the filing system within a Provincial Office according to the Archives & records management prescripts, handle all the correspondences for the

Provincial Office and maintain records thereof, Operate the franking machine and ensure availability of funds, render general administrative duties in the section including Procurement of stationery and equipment for the section and Clear suspense accounts and allocated accounts before month closure (monthly).

ENQUIRIES : Mr M Mwelase Tel No: (031) 366 2095
APPLICATIONS : Deputy Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

POST 40/28 : **ADMINISTRATION CLERK: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/3/1/ACAFAC/UIF**

SALARY : R202 233 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Grade 12 certificate. No experience required. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Promotion of Access to Information Act (PAIA), Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA) Skills: Minutes writing. Report writing. Analytical and Creativity, Planning and Organizing. Computer Literacy. Communication. Time Management. Interpersonal.

DUTIES : Render administrative support services to the fraud and corruption investigation processes. Provide an effective case administration. Provide logistical arrangements in the Section.

ENQUIRIES : Mr GS Phoshoko Tel No: (012) 337 1978
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

POST 40/29 : **ADMINISTRATION CLERK: EMPLOYER / EMPLOYEE REGISTRATION REF NO: HR4/4/3/1/ACEER/UIF**

SALARY : R202 233 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Senior Certificate/ Grade 12 or equivalent. 0-6 months' experience. Knowledge: Batho Pele Principles. Service Charter. Skills: Communication. Listening. Time Management. Computer Literacy. Interpersonal. Analytical. Data Capturing.

DUTIES : Process the registration of employers. Process declaration forms of employees. Maintain employers' database. Provide general clerical support services within the section.

ENQUIRIES : Ms RSS Raseboya Tel No: (012) 337 1688
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 40/30 : **SENIOR ACCOUNTING CLERK: TRADE CREDITORS DEBIT ORDER EFT REF NO: HR 4/ 4/3/1/SACTCDOE/ UIF**

SALARY : R202 233 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Grade 12/ Matric, 0 to 6 months' experience. Knowledge: Public Finance Management Act (PFMA). Financial Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Relevant Financial Systems (Ax-One, BAS, etc.). HR Systems (PERSAL). Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Skills: Accounting. Communication. Computer Literacy Time Management. Interpersonal. Report Writing. Planning and Organising. Analytical. Creative. Financial Management. Accounting. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organising. Analytical. Creative. Financial Management.

DUTIES : Render the processing of invoices. Prepare and capture all payments that are fully authorized by the relevant signatories. Update and ensure clearing of

accounts, accruals & provisions and record expenses in the correct period. Compile all reconciliation on a monthly basis and report/investigate deviations from the norms Monitor all expense accounts on a monthly basis and report/investigate deviations from the norm.

ENQUIRIES APPLICATIONS : Ms CN Ntshinga Tel No: (012) 337 1734 1870
 : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

POST 40/31 : **PROVISIONING ADMINISTRATIVE CLERK REF NO: HR 4/4/8/864**

SALARY CENTRE REQUIREMENTS : R202 233 per annum
 : Provincial Office: Free State
 : Matriculation/ Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management. LOGIS System. Preferential Procurement Policy Framework Act. Departmental policies and procedures. Skills: Client orientation and customer focus, Computer Literacy, Presentation, Analytical, Communication, Numeracy.

DUTIES : Provide contract and tender management support to be in line with developed relevant prescripts (Daily). Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the province. Provide inventory management support to ensure effectiveness and efficient in the province. Render assets management support to comply with Departmental policies.

ENQUIRIES APPLICATIONS : Ms N Tokwe Tel No: (051) 505 6204
 : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

POST 40/32 : **OFFICE AID REF NO: HR4/4/10/04**

SALARY CENTRE REQUIREMENTS : R147 036 per annum
 : Mafikeng Labour Centre
 : Grade 8/10. Knowledge: Cleaning practices. Catering. Office Practice. Skills: Communication, Interpersonal relations.

DUTIES : Ensure a clean office environment at all times. Provide Food Service Aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES APPLICATIONS : Mr. UT Qambata Tel No: (018) 387 8146
 : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

POST 40/33 : **MESSENGER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/7/137**

SALARY CENTRE REQUIREMENTS : R147 036 per annum
 : Mpumalanga Provincial Office
 : Grade 10. No experience. Knowledge: Departmental policies and procedures, Public Service Act, All Legislations relevant to the post Skills: Verbal and Written communication, Interpersonal relationship, Computer literacy, Time Management, Conflict management, Planning and Organizing.

DUTIES : Provide messenger service within the Provincial Office. Handle administration of log sheets, fuel cards and fuel voucher of Subsidized vehicle.

ENQUIRIES APPLICATIONS : Ms. NE Mashibini Tel No: (013) 655 8700
 : Chief Director Provincial Operations: Private Bag X7263, Witbank, 1035 or hand deliver at Corner of Hoffmeyer and Beauty Avenue, Labour Building

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

: 17 November 2023
 : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or emailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

ERRATUM: Kindly note that the following posts were advertised in the Public Service Vacancy Circular 37 dated 27 October 2023, post: 37/26 Assistant Director: Human Resource Administration, Ref No: 271023/04, the requirements of the post have been amended to: Degree in Human Resource Management or relevant qualification. PERSAL certificates: Introduction, PERSAL Personnel HR administration and Leave Administration. And Cleaner (X2 Posts), advertised in the Public Service Vacancy Circular 39 dated 10 November 2023, post: 39/106 Ref No: 101123/09, the posts have not been earmarked for any race or gender. The closing date of the posts in the two PSVC's have been extended to 17 November 2023.

OTHER POSTS**POST 40/34**

: **CERTIFICATED ENGINEER REF NO: 171123/01**
 Branch: Infrastructure Management: Southern Operation
 CD: Water Resources Infrastructure Operations and Maintenance
 SD Mechanical/Electrical Support
 (Re-advertisement applicants who previously applied are encouraged to re-apply)

SALARY
CENTRE
REQUIREMENTS

: R958 824 per annum (Level 12), (all-inclusive salary package)
 : Bellville (Western Cape)
 : A National Diploma or BTech in Mechanical or Electrical; or Degree in Mechanical or Electrical fields plus Government Certificate of Competency (Factories). Three (3) to (5) five years' experience in the application of General Machinery Regulations. The disclosure of a valid unexpired driver's license.

- Proven experience and skills in project management. Engineering design and analysis knowledge. Experienced in computer-aided engineering applications. Knowledge of applicable legislation. Technical report writing skills. Proven skills to create high performance culture. Engineering and professional judgment. People management and negotiation skills.
- DUTIES** : Ensure compliance with the OHS Act and its Regulations. Ensure safe installations. Ensure appropriate safe environment including appropriate safety equipment. Instruct remedial measures. Ensure implementation of remedial measures. Plan, design, and lead engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Evaluate tender specifications. Ensure through evaluation that planning and design is done according to sound engineering principles and norms and standards and code of practice or in the absence thereof, develop new standards. Continuous professional development to keep up with new technologies and procedures. Ensure knowledge generation and dissemination. Lead and liaise with relevant bodies/councils on engineering-related matters. Provide expert advice on OHS Act and its Regulations. Ensure cost-effective, safe operations.
- ENQUIRIES APPLICATIONS** : Mr. P Barry Tel No: (041) 508 9705/071 861 4913
: Southern Operations (Bellville): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth/Gqeberha, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
- FOR ATTENTION** : Mr M Jonkerman
- POST 40/35** : **SCIENTIST PRODUCTION GRADE A - C REF NO: 171123/02**
Branch: Infrastructure Management: Central Operation
Dir: Technical Support
Div: Environmental Engineering
(Re-advertisement applicants who previously applied are encouraged to re-apply)
- SALARY** : R687 879 – R1 035 084 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Free State
: Science degree (BSc) (Hon) or relevant qualification. Compulsory registration with the South African Council of Natural Scientific Professions (SACNASP) as a professional Natural Scientist. Three (3) years post-qualification natural-scientific experience. The disclosure of a valid unexpired driver's license. Knowledge, professional experience, and comprehensive training in resource management planning, monitoring and use of global information system (GIS), mapping tools and desktop assessment methods. Knowledge and experience in environmental impact assessments and alien plants management. Ability to analyse and interpret water and environmental related data. Good interpersonal relations, communication (verbal and written) and organizational skills, technical report writing and knowledge of environmental related information systems. Understanding of Integrated Water Resources Management (IWRM). Knowledge of the National Water Act, 1998 (NWA, Act No. 36 of 1998) and Knowledge and understanding of the water sector: relevant legislations (CARA and NEMA, MPRDA and other specific environmental management act) together with the related policies, regulations, principles, guidelines, tools, and procedures; policy development, implementation, and monitoring. Knowledge and understanding on Chapter 11 of the National Water Act, 1998 (Act No. 36 of 1998). Computer literate. Data analysis. Presentation skills. Mentoring. Decision making. Analytical skills. Creativity. Problem solving and analysis. Innovation. Good technical, scientific report writing and interpretation skills. Ability to work productively in an environment consisting of interdisciplinary internal and external stakeholders. Sound interpersonal skills as well as willingness to work irregular hours and travel extensively in remote areas.
- DUTIES** : Environmental Management of all construction activities undertaken by the cluster/s. Facilitate the development of the Resource Management Plans on state dams and implementation thereof. Plan and implement waste management strategies within the cluster/s. Manage alien plant (aquatic and

terrestrial) management activities. Implementation of other related legislation dealing with access and use of state dams. Land use Management. Assess and provide recommendations on applications for commercial and recreational water use activities at state dams especially with regards to PFMA and Treasury Regulation requirements. Represent the department in various fora, including participation in the infrastructure project management processes. Develop terms of reference and assist in the management of PSP's where required. Assist with the facilitation of training and career development of staff. Supervision of staff.

ENQUIRIES
APPLICATIONS

: Mr. A Sayed, Tel No: (012) 741 7307
: Department of Water and Sanitation, Private Bag X528, Bloemfontein, 9300
or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte
Maxeke & East Burger Street, second floor Bloemfontein.

FOR ATTENTION

: Ms NSM Maloka

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: RecruitmentHeadOffice.gov.za (NB: For Technical Glitches Only – No CVs). Email with your ID Number, your profile email address, details of the issue. technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified email address. For more information, please contact Ms. S Ndlabhu Tel No: (040) 608 1607/10
- CLOSING DATE** : 17 November 2023
- NOTE** : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, a relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POST

- POST 40/36** : **CHIEF EXECUTIVE OFFICER (CEO) (X2 POSTS)**
- SALARY CENTRE** : R958 824 – R1 125 825 per annum (Level 12), an- all-inclusive package
Amathole:
Fort Beaufort Hospital Ref No: ECHEALTH/CEO/FBH/APL/01/10/2023 (X1 Post)
Madwaleni Hospital Ref No: ECHEALTH/CEO/MDH/APL/01/10/2023
- REQUIREMENTS** : National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Senior Management level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.
- DUTIES** : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectiveness within the health establishment to improve health outcomes. Strategic Planning: Prepare a Strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant

guidelines. Ensure that adequate policies, systems, and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems, and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES

:

Ms N Nene Tel No: (043) 707 6748

For e-Recruitment Enquiries: RecruitmentHeadOffice@ehealth.gov.za

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

ERRATUM: Kindly take note that the post of Chief Director: Examination and Assessment with Ref No: HO2023/02/01 advertised in Public Service Vacancy Circular 06 dated 17 February 2023 is withdrawn.

MANAGEMENT ECHELON

<u>POST 40/37</u>	:	<u>CHIEF DIRECTOR: COORDINATION OF CURRICULUM AND IMPLEMENTATION REF NO: HO2023/10/01</u> Branch: Curriculum Management & Delivery (5 Years Fixed Term Contract Performance Based)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 371 558 per annum, (an all-inclusive package) Head Office, Johannesburg An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education with at least a minimum of 5 years senior management experience within Education environment. Proven management skills in education management or equivalent. Knowledge of Public Service Act and Regulations, Public Finance Management Act, SASA, Extensive working knowledge of public sector, particular in Education sphere, Relevant Education Acts and Labour Relations Act. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation and creativity. Valid South African driver's license is essential.
<u>DUTIES</u>	:	Provide strategic leadership for the planning, target setting, resource allocation and budget allocation for the implementation of training and development programmes of educators and Grade R practitioners; the implementation of curriculum policy in the Foundation, Intermediate, Senior and FET Phases; the management, monitoring and evaluation of curriculum delivery; and Schools of Specialisation. Oversee the management and coordination of all interventions specific to the capacitation of educators, improved learner performance in the GET and FET Bands, and the establishment and support of Schools of Specialisation. Oversee special projects and partnerships which support curriculum delivery and learner performance in the GET and FET Bands and Schools of Specialisation. Oversee provision and sharing of analytical and impact reports on the implementation of the curriculum policy, interventions and projects with internal and external stakeholders. Engage with internal and external stakeholders to ensure the curriculum policy, interventions and projects the effective implementation of curriculum policy, interventions, projects and partnerships. Ensure the effective and efficient management of overall resources within the Chief Directorate in terms of relevant acts and delegations. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Chief Directorate's performance.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Hector Tsosane Tel No: (011) 843 6533 Applications must be delivered or posted to: Physical address: 26 th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
<u>NOTE</u>	:	It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents . 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 fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV

is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) and SMS pre-entry certificate is submitted prior to appointment. The Course is available at 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/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

- CLOSING DATE** : 17 November 2023
- POST 40/38** : **DIRECTOR: SCHOOL IT SERVICE MANAGEMENT REF NO: HO2023/10/02**
 Chief Directorate: School Technology Support Services
 (5 Years Fixed Term Contract Performance Based)
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum, (an all-inclusive package)
 : Head Office, Johannesburg
 : An appropriate NQF Level 7 qualification in Information Technology/ Information System/Computer Science or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience within IT Environment. Certificate in Project Management will be an added advantage. Knowledge of COBIT, ITIL, MISS, ISO17799. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, PERSAL, SAP etc.), Information Technology Infrastructure Library (ITIL- industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. Competencies: Good communication (verbal and writing) skills, good interpersonal relations, analysis, conceptualizing and problem solving. Good understanding of Financial Management, change management, project and strategic Management, conflict management, policy analysis and development, facilitation, presentation, report writing, planning, and organising skills. Valid South African driver's license is essential.
- DUTIES** : Manage the Planning and Forecasting of Information Communication Technology requirements/ needs to support schools. Manage the development of school Information Communication Technology needs/ requirements (specifications) to inform curriculum needs. Manage the development of Information and Communication Technology forecast budget. Manage the development of School ICT devices Business/ Operational Plan for Teacher, Learner and Classroom devices roll-out in line with the curriculum requirements. Manage and maintain the Information Communication

Technology service delivery standards across schools. Manage the identification of growth opportunities for continuous improvement and innovation in the procurement and delivery of Information Communication Technology devices. Manage and monitor the school Information Communication Technology devices procurement and rollouts to schools. Manage the coordination and collaboration with key stakeholders in terms of the e-learning, curriculum support materials and connectivity of the Communication Technology devices for Learner, Teacher and Classroom. Manage the development of school Information Communication Technology devices policies, procedures and guidelines. Manage the maintenance of record for school Information Communication Technology devices life-cycle in terms of retrieval, re-use and repairs as per the wear and tear (warranty) procedures. Manage the effective, efficient and utilisation of allocated budget and resources as outlined in the legislative framework for good governance. Manage the development of the business unit Standard Operating Procedures.

ENQUIRIES
APPLICATIONS

: Ms Winny Radzilani Tel No: (011) 843 6540
: Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.

NOTE

: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za/documents. 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 fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) and SMS pre-entry certificate is submitted prior to appointment. The Course is available at 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/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

CLOSING DATE

: 17 November 2023

- POST 40/39** : **DIRECTOR: SCHOOL SYSTEMS DEVELOPMENT AND TECHNICAL SUPPORT REF NO: HO2023/10/03**
 Chief Directorate: School Technology Support Services
 (5 Years Fixed Term Contract Performance Based)
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum, (all-inclusive package)
 : Head Office, Johannesburg
 : An appropriate NQF Level 7 qualification in Information Technology/ Information System/Computer Science or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience within IT Environment. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, HardCat, PERSAL, etc.), Information Technology Infrastructure Library (ITIL-industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. Competencies: Financial Management, Management skills, Facilitation and Presentation, planning and organising, report writing, good verbal and written communication, Good interpersonal relations, analysis, conceptualizing and problem solving, Change management, project and strategic Management, conflict management, policy analysis and development. Valid South African driver's license is essential.
- DUTIES** : Oversee the provision of connectivity (WAN/LAN/APN) to all public schools. Manage the Service Level Agreement (SLA) of suppliers of information communications technology goods and services related to connectivity in schools. Manage the development of master action plans, designs, analysis, administration, implementation and rollout of connectivity infrastructure in schools. Oversee the provision of effective desktop support services and maintenance. Manage the provision of desktop first line support services to school. Manage the effective provision of incident management and reporting service related to theft, wear and tear, breakages. Manage the effective rollout of Microsoft Office and anti-virus product. Provide effective support to Schools' Information Systems. Ensure that SA-SAMS is effectively implemented and maintained in all Public Ordinary Schools as the primary electronic administration data source. Manage and oversee the provision of onsite support for Online Admissions. Manage maintenance and Support of the GDE Content Platform. Manage the development of ICT policies, processes, procedures and monitor the implementation thereof. Ensure periodic ICT policy review and audits are performed across all key ICT operational infrastructures and systems. Manage the efficient utilization of the Directorate resources. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Conduct financial planning and account for allocated budget.
- ENQUIRIES APPLICATIONS** : Ms Winny Radzilani Tel No: (011) 843 6540
 : Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). 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 fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability

checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) and SMS pre-entry certificate is submitted prior to appointment. The Course is available at 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/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

- CLOSING DATE** : 17 November 2023
- POST 40/40** : **DIRECTOR: HUMAN RESOURCE TRANSACTION SERVICES (H/O) AND TRANSVERSAL SUPPORT REF NO: HO2023/10/04**
Chief Directorate: Transversal Human Resource Services
(5 Years Fixed Term Contract Performance Based)
- SALARY** : R1 162 200 per annum, (all-inclusive package)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Human Resources Management, Public Management/ Public Administration or Industrial Psychology measuring in Personnel/ Human Resource Management with at least a minimum of 5 years middle/ senior management experience within Human Resource Management environment. Proven management skills in Human Resource Management services or related fields. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and HR strategies. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Public Service Act, Employment of Educators Act, Employment Equity Act, PSCBC Resolutions, GPSSBC Resolutions, White Paper of Transforming Public Service, Basic Conditions of Employment Act and Human Resource Policies. Competencies: Strategic capability and Leadership, Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment, Client Orientation and Customer Focus, Advanced Communication, Competence in key computer software packages, ability to work manage multiple and complex projects under pressure. Valid South African drivers' licence is essential.
- DUTIES** : Oversee departmental Human Resource Administrative Services. Oversee the provisioning of effective and efficient transactional services on the conditions of service to the departmental employees as follows: Appointments and Termination of employee services, Transfer, Long Services, Severance package benefits to employees, Housing allowance and Leave management. Facilitate HR activities and practices. Oversee the compilation and interpretation of Condition of Services Quarterly/ Annual statistics and reports required by Senior Management, Steering Committee, Provincial Treasury (e-Gov). Oversee the conducting of Human Resource Administration Audits in the department. Oversee efficient implementation of Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR) outcomes. Oversee the coordination and resolution of PILIR resolutions/ recommendations by Health Risk Manager with relevant stakeholders. Oversee the continuous reporting of

audit findings relating to the correct interpretation and implementation of Incapacity Leave and Ill-health to the Senior Managers. Oversee the maintenance of Human Resource Records Management services. Oversee the development and implementation of departmental Human Resource Records management systems. Oversee the safeguarding and enforcement of Personnel records safety and confidentiality in line with Protection of Personal Information (POPI) Act. Oversee the implementation and maintenance of Human Resource Establishment. Oversee the registration of PERSAL & SAP systems functions allocation and new users. Oversee the registration of the departmental Systems Change Control (SCC). Oversee the creation of posts and additional posts Establishment (component, sub-component information) on PERSAL & SAP in line with the approved Organisational Structure. Oversee the development of Human Resource Administration Policies, Procedures and Guidelines. Manage the directorates resources. Facilitate information sharing sessions for all personnel in the department. Write reports/ memoranda to the Top Management on HRA issues and make recommendations where necessary. To provide HR Advisory services to all districts. Provide an oversight support to all districts. Develop the operational plan and standard procedures for the Directorate and ensure implementation thereof.

**ENQUIRIES
APPLICATIONS**

: Ms Tlaleng Ngubeni Tel No: (011) 843 6544
 : Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.

NOTE

: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). 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 fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) and SMS pre-entry certificate is submitted prior to appointment. The Course is available at 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/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

CLOSING DATE : 17 November 2023

DEPARTMENT OF E-GOVERNMENT

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender, and disability status is required.

APPLICATIONS : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag X112, Marshalltown, 2107 or Applicants can apply online at: jobs.gauteng.gov.za.

CLOSING DATE : 17 November 2023

NOTE : Applications must be submitted on the recent Z83 form (obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents) and a comprehensive CV (with detailed personal information, duties, experience and references), must be attached. The Z83 form must be completed in full, and page 2 duly signed. If Z83 and CV are not attached, your application will be disqualified (this also applies to online applications). An accurate position and reference number must be indicated on the form. Information on Z83 and CV must correspond. Z83 form must have a clear indication on part E, F and G. Applicants are not required to submit copies of qualifications; only shortlisted candidates will be required to submit certified copies and other relevant documents. Failure to submit the requested information will result in the application not being considered and deemed a regret. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. The appointment is subject to positive outcomes on employment suitability checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification, and criminal record. Successful candidates must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the below-mentioned post. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS. For more information regarding the course please visit the NSG website. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. Successful candidates must obtain a positive security clearance.

MANGEMENT ECHELON

POST 40/41 : **DIRECTOR: e-SERVICES SPECIALIST REF NO: REFS/019021**
(Permanent)

SALARY : R1 162 200 – R1 365 411 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 qualification in Business Management or Information Technology. At least 5 years' experience at middle management level. Vast knowledge of project management principles and methodologies. Proven record of full project implementation. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership. NB: SMS Pre-entry programme (Nyukela) certificate as endorsed by the National School Government (NSG).

DUTIES : Design and create programme management strategy and methodology. Ensure effective programme office planning. Manage programme office risks and problems, including the development of contingency strategies. Manage,

monitor, and evaluate programmes and projects that reside within the programme office in terms of overall cost, time scope, quality, and risk and business benefits. Understand the GPG landscape to understand the needs of the departments. Manage new requests from GPG departments through Tasking Letters. Facilitate new business cases through ICT Steering Committee. Ensure digitalization of GPG manual functions. Ensure support of GPG SMMEs through structured training programmes. Manage provincial e-services catalogue.

ENQUIRIES : Mr. Oscar Baloyi Tel No: (011) 689 4648 or 066 486 5508

POST 40/42 : **DIRECTOR: PROJECT MANAGER REF NO: REFS/019022 (X3 POSTS)**
Branch: ICT
(Permanent)

SALARY : R1 162 200 – R1 365 411 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a Degree in Business Management or Information Technology. Project methodology certification (Agile/PRINCE II/PMBOK). At least 5 years' experience at middle management level. The Director: Senior Project Manager will support organizational strategic priorities by applying strong business and project management skills across the entire lifecycle of project implementation. Will be accountable for the successful management and delivery of key projects within time, scope, budget and quality in line with the organization's project management governance and frameworks. Will be responsible for the sound leadership and management of project teams. NB: SMS pre-entry certificate is a requirement.

DUTIES : Prepare project initiation and project governance documents. Perform effective project planning through the utilization of the accepted project management tools and methodologies. Exercise prudent budget management, control and monitoring when implementing projects. Manage project risks, including the development and monitoring of contingency plans. Implement and manage project changes and interventions to achieve project outputs. Manage multiple project team's staff and external resources (in-direct reports). Liaise and communicate with key stakeholders (e.g., senior government and business leaders, primary suppliers). Manage project administration and internal operations. Contribute specialist business skills as required by the major project. Prepare, submit and present project status/progress reports to the various organizational governance structures. Oversee and manage Project Administrators and cross-functional project teams.

ENQUIRIES : Mr. Oscar Baloyi Tel No: (011) 689 4648 or 066 486 5508

POST 40/43 : **DIRECTOR: OPERATIONS REF NO: REFS/019023**
Branch: ICT
(Permanent)

SALARY : R1 162 200 - R1 365 411 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : BCom. (Information Technology), BSc (Computer Science) or related NQF level 7 qualification in Information Technology. Five years' experience in middle management position ideally in IT. Project Management experience is necessary. Experience in managing and developing employees, specifically technology specialists and management tiers. Understanding of IT Operations and IT Service Management will be an advantage. NB: SMS Pre-entry programme (Nyukela) certificate as endorsed by the National School Government (NSG).

DUTIES : To provide the overall day to day management of the Technology Support Services (ICT) IT Operations & Infrastructure processes and functions. Manage Operational budget, resource planning and service delivery. Management of Operational plan development and implementation. To manage customer and supplier relationships.

ENQUIRIES : Mr. Oscar Baloyi Tel No: (011) 689 4648 or 066 486 5508

POST 40/44 : **DIRECTOR: INFORMATION SECURITY REF NO: REFS/019080**
Branch: ICT
(Permanent)

SALARY : R1 162 200 - R1 365 411 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 qualification in Information Technology. Professional certification in CISSP, CISA or CISM. A minimum of 5 years working experience at a Middle Management level in a role relating to Information Security. Knowledge of relevant Public Service Regulatory Framework. NB: SMS Pre-entry programme (Nyukela) certificate as endorsed by the National School Government (NSG).

DUTIES : Develop and maintain Information Security Strategy in support of business strategy and direction. Obtain senior management commitment and support for Information Security throughout the department. Ensure that definitions of roles and responsibilities throughout the Department include Information Security governance. Establish reporting and communication channels that support Information Security governance activities. Identify current and potential legal and regulatory issues affecting Information Security and assess their impact on the Department. Establish and maintain comprehensive Information Security policies, standards and procedures that support business goals and objectives. Policy development and formulation.

ENQUIRIES : Mr. Oscar Baloyi Tel No: (011) 689 4648 or 066 486 5508

POST 40/45 : **DIRECTOR: HUMAN & PHYSICAL RESOURCE MANAGEMENT REF NO: REFS/019173**
Chief Directorate: Resource Management
(Permanent)

SALARY : R1 162 200 - R1 365 411 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 qualification in Human Resources Management/Human Resource Development/ Labour Law/Industrial Psychology. Minimum of 5 years' experience in a middle management role (MMS) relating to human resources management. Must have managed an organization of a similar size or bigger, a service industry will be advantageous. Prior experience in Human Resources Management is a prerequisite as the incumbent must have managed within HR field. Public Sector HR experience will be advantageous. SAP and PERSAL systems experience/knowledge will be advantageous. NB: SMS Pre-entry programme (Nyukela) certificate as endorsed by the National School Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The Department of e-Government is dedicated to offering equal employment opportunities and implementing affirmative action policies. To ensure equal gender and disability representation, women and persons with disabilities will be given preference in filling this position.

DUTIES : To render human resource Human Resource Management services within the department. Manage and facilitate human resource planning and organizational development. Manage coordination and facilitation of performance management and development programmes. Provide human resource administration to the department. Provide employee health, wellness programmes within the department. Provide Labour Relations Services. Provide strategic direction and operational leadership to the Internal Human Resource unit. Provide continuous service delivery improvement assistance and support in relation to human resources to the E-GOV business units. Customer relationship management and performance reporting. Mentoring, support and performance support of staff in the IHR unit. Manage all resources, including budget, in terms of the PFMA. Ensure continuous improvement processes and services. Implementation of strategies and plans for internal human resources. Design and management of HR policies, procedures, and guidelines for the E-GOV. Management of services level targets and standards. Manage the provision of services relating to human resources planning, labour relations management, re-sourcing and appointment, human resources administration and payroll services. Management of risk and business continuity.

ENQUIRIES : Ms. Nonhlanhla Mabuza Tel No: (011) 689 6000 or 071 549 0292

OTHER POSTS

POST 40/46 : **DEPUTY DIRECTOR: ERP TECHNICAL SUPPORT REF NO: REFS/017452**
Branch: Information Communication Technology

SALARY : R958 824 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Highly desirable qualifications for this role include possessing a Matric certificate in addition to either a National Diploma or a bachelor's degree in the fields of Information Technology (IT) or Commerce. Possessing an Enterprise Resource Planning (ERP) qualification would be considered an additional advantage. Candidates should ideally have 3 to 5 or more years of experience in ERP, particularly at a supervisory level, and a track record of successfully leading three or more full project implementations in this domain. Proficiency in ICT technical knowledge is also expected.

DUTIES : Work closely with the end-user management and staff during the development and implementation of system solutions to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Discusses and resolves system issues regarding organizational policies, practices, systems functionality, and upgrade projects. Seeks information, clarification, approvals, and actions from higher-level managers/executives to resolve system problems and ensure the operational functioning thereof. Explains and defends the organization's ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation, and/or encourage compliance. Coordinate and direct technical staff ensuring that the ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding system operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and then the ERP Team to identify and help develop system upgrades to increase system capabilities and meet customer needs. Communicate with colleagues, management, and business unit (s) on requirements, problems, system status, and issues. Formulate appropriate operational system procedures/processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned. The incumbent will have knowledge of the various modules of the ERP system and their specific functional attributes. This is to be able to effectively manage an implemented system solution for a client. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. It further includes responsibility for ensuring the highest availability and uptime of such systems. Responsibilities will include meeting functional specifications, managing and troubleshooting problems, ERP system configuration, testing and assisting in system development, and managing human resources within the functional area.

ENQUIRIES : Ms. Sithembile Buthelezi Tel No: (011) 689 6527 or 071 548 8903

POST 40/47 : **DEPUTY DIRECTOR: RESIDENT ENGINEER REF NO: REFS/019135**
Directorate: e-Services

SALARY : R811 560 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma/bachelor's degree in computer science in IT or related field. Certified CCNP would be an advantage. Huawei Certified Network Professional would be an advantage. 5-8 years' experience in telecommunications environment. Knowledge and practical experience with TCP/IP, VoIP, Routers, and Switches configuration. Knowledge of WIFI configuration. APN Configurations, WAN Technology MPLS & BGP configuration. Knowledge of Network management systems. Some experience in a value-driven Support Centre environment will be an advantage. Knowledge of structured cabling systems. Network auditing and detailed documentation (Visio knowledge). Troubleshooting, performance,

and configuration experience in enterprise system Networks. Hardware support background.

DUTIES : This role primarily involves managing projects and sub-projects within the Gauteng Provincial Government (GPN). It encompasses technical design, diagnosis, and a thorough analysis of solutions, followed by the resolution and implementation of technical corrective interventions, with escalation as needed. Additionally, the role includes overseeing telephony services, specifically Voice over Internet Protocol (VOIP), related to various departments within the Gauteng Province. It extends to the management of projects involving both local area networks (LAN) and wide area network (WAN) initiatives. Another essential aspect of this position involves marketing and presenting solutions to clients in both the private and public sectors, highlighting the role's multidimensional nature.

ENQUIRIES : Ms. Julena Gxoyiya Tel No: (011) 689 6202 or 073 047 5802

POST 40/48 : **DEPUTY DIRECTOR: INFORMATION ARCHITECTURE REF NO: REFS/019105**
Directorate: Enterprise Architecture

SALARY : R811 560 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Degree/BCom/BSC in Information Technology and related, e.g., Computer Science. The following will be an added advantage: Fully certified on TOGAF 9 or above. Foundational certification in ITIL V3 (or above) or COBIT 5. Relevant experience: 3-5 years, with a minimum of two years in a lead role in a typical technology domain with a client/server or service-oriented architecture (SOA) environment. (e.g.: Networks, platforms, applications, security, middleware, servers and storage, database management, and operations, etc.). In-depth experience designing, documenting, and implementing information solutions. Experience in Qualiware/ARIS or a similar EA Modelling Tool will be advantageous. Experience in utilizing interpersonal skills in areas such as teamwork, facilitation, and negotiation. Experience in software development is helpful.

DUTIES : In this role, the primary objectives revolve around capturing, modelling, and documenting the Technology Architecture of the department as well as the transversal services available to GPG Departments, including the production of comprehensive blueprints and Master System Plans. Additionally, the responsibilities entail defining and meticulously documenting ICT Frameworks, Strategies, Standards, Procedures, and Roadmaps based on thorough research and analysis. This role involves active engagement in business analysis, encompassing information acquisition analysis and design, data access analysis and design, archive and recovery strategy development, security considerations, and change management processes. Furthermore, participation in the development of CGICT documents, ICT Governance Terms of Reference (charters), and providing input into business cases is essential. To maintain transparency and accountability, all work is diligently reported and documented within regular reporting cycles.

ENQUIRIES : Mr. Themba Psungu Tel No: (011) 689 6980 or 060 543 9098

POST 40/49 : **DEPUTY DIRECTOR: TECHNICAL WRITER REF NO: REFS/019088**
Directorate: Technical Specialist

SALARY : R811 560 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a minimum of NQF 7 in Information Technology or System Development. 4 to 6 years' experience in the field of technical writing. Good understanding of software development life cycle (SDLC) and ability to adapt. Writing process to match the various stages of SDLC's requirements. Ability to translate technical terms to layman's terms.

DUTIES : In this role, the primary responsibility is to prepare clear and concise documents tailored to the intended audience, focusing on application functionalities, enhancements, and updates. These documents must be original and thoroughly reviewed for language clarity, accuracy, spelling, and syntax errors. Additionally, the role involves ensuring the overall clarity, completeness, accuracy, and quality of technical documentation. This is achieved through research of available product information, interviews with

both remote and local technical experts, and independent testing of technical features and software/documentation usability. The incumbent functions as a vital member of a cross-functional software team within an agile development environment, collaborating closely with applications management, software engineers, quality assurance engineers, and support personnel to produce product documentation in accordance with established deadlines and milestones. Attendance and reporting at regular team meetings are expected, as well as the execution of technical and peer reviews of application documentation. The role requires a deep understanding of different user levels and the ability to tailor documentation to the appropriate level of technical detail. It also involves adhering to departmental standards, including templates and style guides, while providing regular status updates on projects as required by management. Coordination with other technical writers on documentation projects is essential, and the incumbent is expected to develop a working knowledge of product functional areas as assigned.

- ENQUIRIES** : Mr. Themba Psungu Tel No: (011) 689 6980 or 060 543 9098
- POST 40/50** : **DEPUTY DIRECTOR: BUSINESS APPLICATIONS REF NO: REFS/019091**
Directorate: Applications Development
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum, (all-inclusive remuneration package)
: Johannesburg
: Matric plus relevant Bachelor's degree or National Diploma in Information Technology Azure Developer Certificate. 4+ years' experience in systems development and support, relational databases. 4+ years' experience in developing applications using ASP .NET MVC or Core, C#, JavaScript, MS SQL. 2 years' experience in Azure Apps Services and Dynamics 365, and Power Apps. 2 years' Experience in DevOps, CI/CD pipelines, Application Performance Management and Performance Monitoring and are familiar with APM tools. Web and mobile technologies experience with User experience (UX) and client-side technologies including HTML5, CSS, PHP, jQuery and JSON. Understanding of TCP/IP at its various layers. Knowledge of mobile frameworks would be an added advantage.
- DUTIES** : Liaison with customers, analyzing their needs, deciding on the best technical solution which may be the utilization of existing available systems or the development of new systems, or the customization of existing systems. Providing first level support for all applications (including client servers and desktops). Manage and allocate the workload within the team. Advise customers on the technical specifications for off-the-shelf software purchases or acquisition of software packages through development by an external vendor. Monitoring of systems to ensure the achievement of the agreed up-times of the systems. Through automated application development methodology keep the team organized, on track and focused on what matters. Perform code review. Development of systems to meet the customers' requirements. Customization of existing systems to meet the customers' requirements. Procurement of systems that will meet the customers' requirements. Serve as a bridge between the application development, management, and the stakeholders. Clear obstacles, challenges and protect the team from distractions. Lead the team through the hosting of stand-up meetings and keeping all parties on track and informed. with customers to determine their specific needs. Development of systems to meet the customers' requirements. Implementing application monitoring and performance in Dev to obtain code-level insights, gaining visibility of GPG hybrid cloud environment. Analyse alerts of reported performance incidents and creating performance dashboards. Liaison Implementing monitoring agents across the technology stack. Providing first-level support and development of applications. Allocate the workload within the team to achieve maximum effectiveness and efficiency. Advise customers on technical specifications. Monitor systems. Testing of all software acquired through external vendors.
- ENQUIRIES** : Mr. Themba Psungu Tel No: (011) 689 6980 or 060 543 9098
- POST 40/51** : **DEPUTY DIRECTOR: SECURITY ARCHITECTURE REF NO: REFS/017897**
Directorate: Information Security
- SALARY** : R811 560 per annum, (all-inclusive package)

<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus National Diploma/bachelor's degree in computer science, Engineering, or related discipline (MCSE, etc.), or equivalent. Master's degree desirable. 5 years' experience in IT, with a minimum of 3 years at supervisory level of technical and architecture experience, with demonstrated experience architecting and integrating systems in multi-user, multiplatform, multitasking operating systems environments e.g., Unix, Windows NT. Four or more years in the software development process in an RDBMS environment, DBA experience with Unix, MS Windows 2000/3, MS SQL, Oracle, WAN (CISCO). Extensive Project Management experience.
<u>DUTIES</u>	:	The primary focus of this role is to ensure comprehensive information design that balances the optimization of data access with resource utilization considerations. This involves the development of an information architecture, encompassing the establishment of information standards. The incumbent is responsible for providing information on best practices, conducting research, offering advice, and making recommendations. Furthermore, this role plays a pivotal part in providing information architecture inputs into projects and is tasked with creating and documenting design concept reference models. A crucial aspect of the position involves evaluating the technical, business, and economic impact, viability and integration requirements of emerging and evolving technologies.
<u>ENQUIRIES</u>	:	Nonhlanhla Mabuza Tel No: (011) 689 8511 or 071 549 0292
<u>POST 40/52</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: REFS/017431</u> Branch: Strategic Management
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a National Diploma/ Degree in Business Management/Business Administration/Monitoring and Evaluation. A post-graduate degree will be an added advantage. 3-5 years' experience at a supervisory level in a service-oriented environment.
<u>DUTIES</u>	:	Monitoring and measuring service delivery according to the OLA. Ensure continuous improvement on all services rendered by Corporate Services in line with customer needs. Make tangible contribution in building e-Government brand and change negative perceptions. Facilitate service focus groups and ensure implementation of customers care strategies. Customer management. Support to Chief Director on strategic and operational issues. Manage the organisational performance and evaluation of institutional performance. Ongoing monitoring and evaluation activities within the e-Gov. Develop, implement, and maintain processes to ensure proper internal control. Compile and submit all required monitoring and evaluation reports. Compile and submit all required monitoring and evaluation reports. Contribute to the governance of the Departmental Strategy, annual performance, and operational plans for a streamlined process. Assist in the compilation of comprehensive feedback report outlining discrepancies that must be addressed and integrated in future strategic and annual performance plans. Provide inputs to systems and tools for the utilization in the monitoring and evaluation of the Department's performance and operations managements framework. Monitor the reporting framework and measure the Department's performance in compliance with the relevant regulatory requirements.
<u>ENQUIRIES</u>	:	Ms. Portia Makotwane Tel No: (011) 689 8898 or 066 297 1488
<u>POST 40/53</u>	:	<u>DEPUTY DIRECTOR: ACCOUNTS MANAGER REF NO: REFS/019037</u> Directorate: Customer Care Management
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric certificate plus a National Diploma (NQF level 6) in Customer Care/ Public Relations or Stakeholder engagement. At least 5 years' experience in client care/public relations/stakeholder engagement/service level agreements. 3 years at a supervisory level (Assistant Director level).
<u>DUTIES</u>	:	Participate in the activities of the CRM business unit and service level managers within the designated portfolio/Account. Scan the environment for new opportunities by combining real-time customer tracking with historical

analysis, development of process metrics for business units. Establish, build up and maintain relationships with relevant stakeholders and service providers, to ensure maximum value for the e-Government. Conduct comprehensive client satisfaction surveys. Conduct data analysis, trend, and trend analysis to enable e-Government to proactively respond to service delivery issues Coordinate planning meetings with media relations, stakeholder, digital media, design & production units, and other involved parties to ensure that all aspects of an event are fulfilled in a timely and efficient manner. Development of process metrics for Business Units: Monitor the current status of all processes, including what activities are adhering to standards, policies and procedures. Setting Service Standards: Enforcement of standards, policies, and procedures across the organization.

ENQUIRIES :

Mr. Oscar Baloyi Tel No: (011) 689 4648 or 066 486 5508

POST 40/54 :

DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: REFS/019182
Branch: Strategic Management

SALARY :
CENTRE :
REQUIREMENTS :

R811 560 per annum, (all-inclusive package)
Johannesburg
Grade 12 plus NQF Level 6 National Diploma in Public Management or bachelor's degree in social sciences, Business Administration, Business Management. Minimum of 3-5 years in a role relating to strategic planning and/or business administration.

DUTIES :

Define and ensure the implementation of an effective strategy for the department. Develop and implement new initiatives. Develop and maintain strategic partnerships. Rendering of objective advice and/or the implementation of business solutions. Provide an objective analysis, wider expertise and independent specialist skills. Initiating and implementing organisational, behavioural and technological changes.

ENQUIRIES :

Ms. Portia Makotwane Tel No: (011) 689 8898 or 066 297 1488

POST 40/55 :

DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 019183
Branch: Strategic Management

SALARY :
CENTRE :
REQUIREMENTS :

R811 560 per annum, (all-inclusive package)
Johannesburg
Grade 12 plus National diploma in Public Management or bachelor's degree in public administration Minimum of 3-5 years in a strategic management field relating to Performance management and reporting and three years in a supervisory level.

DUTIES :

Develop, implement, and manage a departmental monitoring and evaluation framework and systems. Collect, collate and analyses information for purposes of timeous and accurate monthly, quarterly, and annual reporting to stakeholders. collection, collation, verification, and storage of evidence files against outputs. Audit of Predetermined Objectives (AOPO) facilitation and responses to auditors (AGSA and Internal Audit) Conceptualise Evaluation studies, Development of an Evaluation plan for approval, Commission an Evaluation, manage the evaluation process and use of evaluation findings for programme improvement.

ENQUIRIES :

Ms. Portia Makotwane Tel No: (011) 689 8898

POST 40/56 :

ASSISTANT DIRECTOR: ERP DEVELOPMENT (ABAP & BW) REF NO: REFS/017453
Branch: Information Communication Technology

SALARY :
CENTRE :
REQUIREMENTS :

R527 298 per annum, (plus benefits)
Johannesburg
Matric plus a National Diploma/B. Degree in IT/Commerce is highly desirable. Relevant ERP Finance qualification. 3-5 years of comprehensive ERP development knowledge required. Relevant industry experience (government service) is strongly desired. Experience in ERP and IT program management/project management. ERP implementation experience on at least 5 projects.

DUTIES :

Work closely with the end-user management and staff during the development and implementation of system solutions to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to

client audiences and professional peers if and when required. Communicate with colleagues, management, and business unit (s) on requirements, problems, project status, and issues. Perform all administrative tasks associated with tracking project components or support requests that are reassigned by project management. Formulate appropriate system procedures/processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned by the customer department management. Identify, document, and resolve project issues. Design and execute functional and integration test plans and test scripts. Support system testing and production changer activities: prepare production change-over plan in customer areas; advise on strategies/best practices for migration from existing systems to new systems. Identify any application issues that may impact project deadlines and other issues that may negatively impact the business processes of the customer department. Provide training to customer team members/users.

- ENQUIRIES** : Ms. Sithembile Buthelezi Tel No: (011) 689 6527 or 071 548 8903
- POST 40/57** : **ASSISTANT DIRECTOR- BUSINESS PROCESS ANALYST REF NO: REFS/019089**
Directorate: Centre of Innovation
- SALARY** : R424 104 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric Certificate plus a National Diploma/Degree in Business Informatics, Management Services, Information Management, Information Systems or Industrial Engineering with working experience of 2 – 3 years in the business analysis, business process analysis and software engineering OR Matric plus 6-7 years' experience in the business analysis, business process analysis and software engineering. The certificates of business analysis will be advantageous.
- DUTIES** : Performs strategic business analysis for the various business units and supports business units in the application of business process improvement methodology in order to map existing processes and identify improvement initiatives. Analyses customer requirements and advises required process improvements. Develop, implement and manage efficient and effective methods or practice to ensure quality and timely delivery of deliverables. Ensure compliance of deliverables to business and information technology standards. Establish a set of practices that ensure the integrity and quality of the deliverables, artifacts and outcomes. Effective application of business analysis and process analysis methods and practices. Regularly evaluate the set of practices with a view to improving the integrity, quality and timely delivery of the outcomes and deliverables. Monitor and report on overall process improvement, integration and streamlining across the e-Government department. Supports the development of appropriate performance metrics linked to core processes. Interpret, evaluate and interrelate research data from various sources, and develop integrated business analyses and projections for incorporation into strategic decision-making and development of improvement initiatives. Coordinate and support the development and implementation of special research and/or survey initiatives related to specific research goals and/or marketing directives. Monitor, evaluate and report on overall process improvements across the e-Government. Provide consultative and technical support to standing strategic decision-making structures. Manage, coordinate and evaluate the efforts of external organisations and consultants engaged in specifically commissioned process improvement initiatives.
- ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980 or 060 543 9098
- POST 40/58** : **ASSISTANT DIRECTOR: HR PLANNING AND ORGANISATIONAL DEVELOPMENT REF NO: REFS/019066**
Branch: Corporate Management
- SALARY** : R424 104 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma in Human Resource Management/Organisational Development/Work Study/ Production Management/ Business

		Administration/Operations Management. Minimum of 3 years in a role relating to human resources planning and organisational development.
<u>DUTIES</u>	:	The Assistant Director is responsible for the following duties: coordinate and manage organisational development services; develop, implement and monitor the Human Resource Plan; develop and update the Departmental organisational structure; manage the coordination of Job Evaluation process of all jobs in the department; advise and ensure the development of job profiles; maintenance of personnel information systems and staff establishment control; coordinate change management interventions; and develop and monitor HR Delegations.
<u>ENQUIRIES</u>	:	Ms. Sithembile Buthelezi Tel No: (011) 689 6527 or 071 548 8903
<u>POST 40/59</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: REFS/017852</u> Branch: Corporate Services - HR & Auxiliary Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum, (plus benefits) Johannesburg
<u>DUTIES</u>	:	Diploma in Transport/ Logistics Management. A valid driver's license .3 years' experience within transport management, financial or logistics field. Manage, develop, review, and maintain transport policies, procedures, for the sub-directorate. Manage the provision of fleet management services for the Department. Liaising with car dealers and merchants regarding the GG and subsidized vehicles and manage the maintenance of state-owned vehicles. Undertake preliminary investigations into the use of vehicles and provide technical assessment on vehicles that require attention. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. Julena Gxoyiya Tel No: (011) 689 6202 or 073 047 5802
<u>POST 40/60</u>	:	<u>ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: REFS/017551</u> Directorate: Debt Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum, (plus benefits) Johannesburg
<u>DUTIES</u>	:	Matric plus 3-year National diploma or degree in financial accounting / financial management or legal. 3 years collection experience or legal collection experience. Supporting the Director and Deputy Directors (DDs) of Debt Management. Daily supervision and leading of Practitioners. Plan and execute the implementation, monitoring, evaluation, reporting of programmes relating to Debt Management Portfolio. System and procedures designed to accomplish key service delivery objectives with respect to the administration of collection of debt within the provincial departments. Manage and execute collection calendar activities. Manage and supervise staff in accordance with the Performance Management Development Systems Policy. Supervising the Debt collection team, ensuring that debts are collected and administered within the SLA. Ensuring continued compliance to quality assurance ISO 9001 standards. Management of attendance and recommend leave requests of practitioners as per leave policy. Develop, supervise, guide and lead practitioners. Identify continuous improvement opportunities. Encourage and support ongoing professional development of staff. Attend to audit requests by providing information as required, engage to resolve possible findings. Quality assurance of system transactions to ensure validity, accuracy and completeness prior to authorisation on BAS, Persal and SAP. Request, analyse, categorise, consolidate and update and submit monthly and quarterly reports for all GPG departments to stakeholders and Debt management managers. Participate in the recruitment process for Debt Management and other units (i.e. shortlisting and conducting interviews). Daily monitoring and authorisation of debt related Ledger accounts within SLA. Identify irrecoverable debts within high values and recommend to all GPG Departments for approval to refer such matter to State Attorneys. Ensure adherence to internal controls, identifying and updating the risk register and managing mitigation factors. (see Risk Register). Managing the sensitivity of user credentials and Persal information to avoid theft of information and any fraudulent activities. Ensuring collegial environment by building a cohesive team, guided by the values of Debt Management. Ensure maximum revenue collection Adopt procedures and processes necessary to recover all State monies from defaulters.

ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980 or 060 543 9098

POST 40/61 : **MR5 LEGAL ADMINISTRATION OFFICER GRADE 5 REF NO: REFS/019087**
Directorate: Legal Services

SALARY : R420 642 - R1 005 801 per annum, (all-inclusive package), salary will be in accordance with OSD Determination for legal qualified personnel.

CENTRE : Johannesburg

REQUIREMENTS : An LLB degree coupled with a minimum of 8 years post qualification experience in the legal environment. Admission as an Attorney or Advocate. At least three years' experience in a managerial position in legal environment. Proven knowledge and experience in litigation, drafting and vetting of contracts, contract management, conducting legal research and providing well researched legal opinions. Good communication skills (written & verbal). Ability to draft comprehensive and well researched legal opinions. Ability to draft, review, vet policies, contracts, SLAs, charters and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the Public Service including thorough knowledge of administrative law, knowledge of SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA and regulations. Extensive knowledge and proven experience in labour relations litigation and dispute resolution procedure will serve as an added advantage. Good Office Administration, planning, and organisational skills. Computer skills in MS Office (Word, Excel, PowerPoint, etc.). A valid driver's license will be an added advantage.

DUTIES : Provide litigation management services and support including Labour Relations matters. Conduct vetting of policies, contracts, charters and related legal documents. Draft contracts, MOU's and SLA's, memorandum, and letters on behalf of the Department. Provide well researched legal opinions and advice in complex matters relating to the operations of the Department. Ensure that the administrative and contractual decisions of the department are compliant with governing legislation and to provide advice, presentations, awareness raising on the impact of any new legislative requirements and related issues. Provide support on contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Manage the resolution of legal disputes which includes representing the Department (e-Gov) at arbitrations and in a court of law in addition to liaising without side appointed legal professionals. Ensure and maintain professionalism in providing key legal support to business units within the e-Gov. Ensure that all administration processes adhere to legislative and policy compliance including PFMA, PAJA and PAIA. Compile instructions to external consultants, State Attorneys and manage the progress of matters until finalization. Produce monthly reports and analysis of matters received. Responsible for setting performance targets.

ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980 or 060 543 9098

POST 40/62 : **SENIOR ADMIN OFFICER: JUNIOR CONSULTANT (ERP BASIS) REF NO: REFS/ 017645**
Branch: Information Communication Technology

SALARY : R359 517 per annum, (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus a 3-year tertiary qualification (NQF Level 6) as recognized by SAQA in IT/ Commerce is highly desirable. Relevant ERP qualification. Relevant experience: 2 years of ERP knowledge/ experience required. Must have worked with an ERP implementation methodology such as SAP.

DUTIES : Work within a project team solving product problems or performance issues. Assist in the determining and development of functional system specifications. Analyse business problems and participate in the development of appropriate system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design and development of system changes. Assist in evaluating system performance and in making recommendations to improve performance. Assist in testing, modifying, and

documenting system design. Participate in workshops and presentations to validate business requirements and solutions with the end-user community. Assist in identifying, documenting, and resolving system performance issues. Participate in workshops and presentations to validate business requirements and solutions with the end-user community. Assist in identifying, documenting, and resolving system performance issues. Participate in the creation of required documentation. Provide technical system support to user groups where required. Work with the project team to develop migration programs from old to new system platforms. Execute performance testing and validating of results through reporting. Manage multiple high-priority activities.

ENQUIRIES :

Ms. Sithembile Buthelezi Tel No: (011) 689 6527 or 071 548 8903

POST 40/63 :

FACILITIES CONTROLLER REF NO: REFS/019090
Directorate: ICT Operations

SALARY CENTRE REQUIREMENTS :

R359 517 per annum, (plus benefits)
Johannesburg
Matric plus Diploma in Information Technology or/and Data centre related Certificate. At least 2- 3 years' experience in a facilities controller position. Large scale project management experience. Some experience in a volume driven processing centre environment will be an advantage.

DUTIES :

To provide the overall physical environment - housing, power, climate control and security within the e-GOV. Administer the provision for physical data centres. Administer the provision for physical nodes. Oversee Facilities processes. Provide control measure. Monitor Datacentres. Monitor HVAC systems.

ENQUIRIES :

Mr. Themba Psungo Tel No: (011) 689 6980 or 060 543 9098

POST 40/64 :

TEAM LEADER- DOCUMENT MANAGEMENT CENTRE REF NO: REFS/017584
Directorate: Document Management Centre

SALARY CENTRE REQUIREMENTS :

R359 517 per annum, (plus benefits)
Johannesburg
Matric certificate plus NQF level 6 (3-year diploma) in Business Management, Public Management/Administration, 3-4 years' experience in Document Management. Knowledge of MS Office is essential (Excel, Words, PowerPoint etc.)

DUTIES :

To provide leadership and guidance to document management practitioners and to ensure that relevant aspects in terms of ISO 9001/2015 standards are adhere to for electronic and physical content with emphasis on workflow and audit trails. Outline the job expectations, descriptions, duties, and essential attributes required for document management practitioners. Conclude performance contracts, reviews and develop personal development plans for the document lifecycle management practitioners. To ensure that information can be identified, traced, and supplied when requested through the central query management within the required SLA. Manage staff performance viz attendance registers, daily and monthly production reports, daily exception reports, quality assurance, coaching, mentoring, training, including induction and guidance of document management practitioners. Manage and monitor workflows and production on the Enterprise Content Management system (ECM).

ENQUIRIES :

Mr. Themba Psungo Tel No: (011) 689 6980 or 060 543 9098

POST 40/65 :

SENIOR FINANCIAL OFFICER REF NO: REFS/017407
Branch: Financial Accounting

SALARY CENTRE REQUIREMENTS :

R359 517 per annum, (plus benefits)
Johannesburg
Grade 12 certificate plus a National Diploma in a Financial related field. Accounting will be added advantage. 1-2 years' experience in a financial related function.

DUTIES :

Preparing of monthly flow cash flow/expenditure. Financial planning and management of budgetary functions. Assisting in the co-ordination of budgetary functions. Assisting in the co-ordination of budgetary inputs for the department. Monitoring expenditure trends and advising both the General

Managers and Senior Managers of variations from budget. Control of ledger suspense accounts, journal adjustments including the reconciliation of balance sheet accounts, e.g. Payroll Account. Reporting on budget deviations. Control over budget aspects, compilation, and finalization of balance sheet accounts, e.g. Payroll Account. Reporting on budget deviations. Control over budgeting aspects, compilation, and finalization of annual main budgets as well as adjustment estimates. Compile of shifting of funds, including virements. Compilation of monthly expenditure and revenue reports and projections and reporting thereon to management. Liaison with managers of the department on budget inputs as well as expenditure and revenue management. Rendering assistance with the quarterly performance evaluations.

ENQUIRIES : Ms. Portia Makotwane Tel No: (011) 689 8898 or 066 297 9005

POST 40/66 : **SENIOR BUYER – PROCUREMENT REF NO: REFS/ 017504**
Branch: Supply Chain Management

SALARY : R359 517 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 certificate plus a National Diploma in Supply Chain. 1-2 years of supply chain experience. A minimum of 1 year working experience on SAP environment. Understanding of Public Sector Purchasing.

DUTIES : Ensure compliance of buyers to procurement policies and procedures. Ensure that goods and services meet user requirements. Ensure SLA compliance. Interact with vendors and customers to sort out queries. Release PO's up to the value of R300 000.00 – this involves checking and approving that all information contained in the PO files are accurate. Ensure that the buyers are capturing the correct info onto the SAP system.

ENQUIRIES : Ms. Portia Makotwane Tel No: (011) 689 8898 or 066 297 9005

POST 40/67 : **PRACTITIONER – INJURY ON DUTY REF NO: REFS/017420**
Branch: Human Resource Services

SALARY : R294 321 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 certificate plus a National Diploma in Human Resource Management. 1-2 years' experience in the HR field, preferable in IOD environment.

DUTIES : Processing of documents with regards to reporting of claims to Compensation Fund. Attend to IOD queries from line departments and MSP. Payment of accounts. Administer payment of award, Conduct awareness session to client departments. Do follow up on outstanding documents from clients and status of claims from CC.

ENQUIRIES : Ms. Portia Makotwane Tel No: (011) 689 8898 or 066 297 9005

POST 40/68 : **REGISTRY CLERK**
Directorate: Human Resources Administration & Payroll

SALARY : R202 233 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate. Relevant experience: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. (Including use of Microsoft Word, Excel, Internet and Outlook). Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge and use of the Persal and SAP system will be an added advantage.

DUTIES : Receiving and filing of documents for all e-Gov officials. Transferring staff files to other government departments. Assist auditors by drawing files for auditing. Retrieve documents requested by Internal HR staff. Opening, disposal and archiving of files. Provide copies of original documents. Assist IHR practitioners with collection of documents from helpdesk.

ENQUIRIES : Ms. Julena Gxoyiya Tel No: (011) 689-6202 or 073 047 5802

DEPARTMENT OF HEALTH

OTHER POSTS

- POST 40/69** : **DEPUTY MANAGER: PRIMARY HEALTH CARE REF NO: WRHD/01/10/2023**
Directorate: West Rand Health District
Re-advertisement
- SALARY CENTRE REQUIREMENTS** : R930 747 per annum
Office of Primary Care: West Rand District Health Services
Basic qualification (diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council [SANC], Post basic qualification {will be an added advantage}. Current registration with the SANC. A minimum of 09 years appropriate/recognisable Nursing experience after registration SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Administrative and advanced Computer literacy to write reports plus District Health Management to be able to develop the Regional Health and Project Management, more experience in the Primary Health Care setting. Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences. Knowledge of the Performance Management and Development System. Knowledge and application of the Constitution; National Health Act; Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Strategic, operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Computer literacy and report writing skills. Applicants to possess driver's license. NB!! A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with shortlisted candidates who meet the requirements. Additional advantageous skills include project management.
- DUTIES** : The essential role is to provide leadership, coordinate, plan, manage, and supply effective administration support to the Primary Health Care and Health Programmes in the sub-district. Ensure implementation of the District Health System using the PHC approach including Community Based and Outreach Services with the National and Provincial framework. Plan for the implementation of National Health Insurance (NHI). The key performance areas (KPA's): Preserve good working conditions; optimum resource utilization; process improvement; safety and prevention planning and control; and regularly work within the legislative, regulation and policies frameworks. the key results areas (KRA's): Patient and staff satisfaction always; smooth service management; secure operational cost control; and quality checks occur uninterrupted; and Maintain record keeping. the supervision and leadership acumen: Strive to have the ability or quality to motivate and inspire others to achieve the set goal; and command the process of planning, organizing, implementing, coordinating, and controlling activities. Excellent written communication skills, including the ability to prepare documents; and display the capacity in human resource planning, and people management.
- ENQUIRIES** : Ms T Karigani Tel No: (011) 953 2152 (Monday to Friday: from 08h00 to 16h00)
- APPLICATIONS** : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical

surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date. This is a re-advertisement therefore candidate who applied previously are encouraged to apply.

- CLOSING DATE** : 17 November 2023 by 16h00
- POST 40/70** : **ASSISTANT MANAGER NURSING: GENERAL PNA7 (GENERAL WARD) (DAY/NIGHT) REF NO: PWH/AM/01 /2023**
Directorate: Nursing Department
- SALARY** : R627 474 - R724 278 per annum, (plus benefits)
CENTRE : Pretoria West District Hospital
REQUIREMENTS : Grade12, Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e., Diploma/Degree in nursing. The incumbent must be in the possession of evidence of Current registration with the South African Nursing Council (SANC) as a professional nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council in General Nursing. At least 03 years of the period referred to above must be appropriate/recognizable experience at management level (Operational Manager) in a hospital environment. Diploma/Degree in Nursing Management will be an added advantage. Knowledge of Health, Nursing and Public Service Legislation is recommended. Strong Leadership, Basic computer literacy is essential, good communication skills and sound interpersonal skills are necessary.
- DUTIES** : Provide effective supervision and leadership for staff in the area in line with all relevant legislation and prescripts. Coordination of optimal, holistically nursing care provided within set standards and a professional/legal framework. Effective manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintaining professional growth/ethical standards and self-development. Initiate programmes that will ensure quality nursing care in the specialized area. Participate in the analysis, formulation of nursing guidelines, norms, and standards. Ensure implementation and promotion of Quality Assurance programmes (complaints and patient safety management), Infection Prevention and Control, and Health and safety principles. Promote quality of nursing care as directed by the National core standards & Ideal Hospital Realization and maintenance framework. Participate in after hours, night supervision shifts and weekends as per service need. Implement relevant recommendations and priorities of the National Strategic Plan for Nurse Education, training and Practice. Participate in realization of the Hospital Operational Plan. Monitor performance using performance Management and Development System.
- ENQUIRIES** : Ms P Dhlamini Tel No: (012) 380 1208
APPLICATIONS : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification

must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 17 November 2023
- POST 40/71** : **OPERATIONAL MANAGER NURSING GRADE 1 SPECIALTY (ADVANCE MIDWIFERY AND NEONATAL NURSING) REF NO: PWH/OPM/01/2023**
Directorate: Nursing Department
- SALARY CENTRE REQUIREMENTS** : R627 474 - R703 752 per annum, (plus benefits)
: Pretoria West District Hospital
: Grade12, Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e., Diploma/Degree in nursing as professional nurse plus midwifery). The incumbent must be in the possession of evidence of Current registration with the South African Nursing Council (SANC) as a professional nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Midwifery. A minimum of 9 years of appropriate and recognizable experience in nursing after registration as a Professional Nurse and at least 5 years of this period referred to the above must be appropriate/ recognizable experience after obtaining the one-year post-basic qualification in Midwifery in a hospital environment. Basic computer literacy is essential. A valid driver's license. A post basic Nursing administration will be an added advantage. Competencies: Leadership, ward management/ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and Guidelines. An understanding of all Nursing Legislation and Health Act.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to healthcare users to assist in achieving optimal healthcare. Maintain constructive working relationships with nursing and other stakeholders i.e. interprofessional and multidisciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, and standard operating procedures. Manage and monitor proper utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates.
- ENQUIRIES APPLICATIONS** : Ms P Dhlamini Tel No: (012) 380 1208
: All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 17 November 2023
- POST 40/72** : **OPERATIONAL MANAGER GENERAL NURSING (STEPDOWN) REF NO: 44/2023 (X1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R497 193 per annum, (all-inclusive package)
Grade 2: R575 898 per annum, (all-inclusive package)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Grade 12 Certificate. Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a Professional Nurse. Have a minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Must have supervisory experience. Ability to work under pressure and independently. Knowledge of stepdown policies and protocols will be an added advantage.
- DUTIES** : Demonstration an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on Service Delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the institution. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Demonstrate a basic understanding of HR and financial policies. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Facilitate in-service training in the unit. Ensure effective and efficient budget control and assets control for the department. Compile and understand stepdown statistics and reports.
- ENQUIRIES** : Ms RM Molete Tel No: (016) 428 7117
- APPLICATIONS** : Submitted to: Kopanong Hospital, 2 Casino Road, Duncanville, HR Office, or posted to P/Bag X031, Vereeniging, 1930
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Fully completed new Z83, CV, no attachments/ proof/ certified copies/ copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. Failure to submit all requested documents will result in the application not being considered. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. 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. Kopanong hospital will not be responsible for the late delivery of the applications from the post office.
- CLOSING DATE** : 17 November 2023 by 12H00

POST 40/73 : **DIAGNOSTIC RADIOGRAPHER- GRADE 1 REF NO: PWH/DR/01/2023**
 Directorate: Radiography Department
 This is a re advertisement, all applicants who previously applied should re-apply

SALARY : R359 622 – R408 201 per annum, (plus benefits)
CENTRE : Pretoria West District Hospital
REQUIREMENTS : Must have Grade 12 and National Diploma or Degree in Diagnostic Radiology Qualification. Must have current registration with HPCSA for 2023/2024. No experience required after registration with HPCSA as an independent diagnostic Radiographer. Must have completed Community Service as per the requirements of Health Professions Council of South Africa. Experience in Digital Radiography, computer literacy is a requirement. Competencies Experience in utilization of Computerized Radiography System is recommended. Must have Computer Skills, Good Interpersonal skills, excellent time management skills and must have knowledge of public service. Legislation governing the health sector and Radiography profession. Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control Principles. Experience in teaching, training, and supervision of students. Good written and Communication skills. Ability to work as a member of a multidisciplinary team. Must have a good Understanding of public hospital operational systems.

DUTIES : Provide a 24-hour radiographic service. Work weekends and public holidays. Service provision in keeping up with Batho Pele Principles and patient's Rights. Ensuring radiographic services comply with SAHPRA regulations. To adhere to Batho Pele Principles, Regulated Norms and Standards, and Ideal Clinic Realization and Maintenance framework, Quality Assurance, and other public service policies and Act. Manage conflict and implement corrective measures as and when necessary. Carry out duties. Delegated by the Department supervisor. Must be a team player within the Department. Perform any. Ad-hoc duties allocated by management be actively involved in in-service training and CPD activities. Supervision and training of students. Must be a team player within the institution.

ENQUIRIES : Mrs S Ramabulana Tel No: (012) 380 1252
APPLICATIONS : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 17 November 2023

POST 40/74 : **DIETICIAN (HAST) REF NO: 45/2023 (X1 POST)**
 Directorate: Hast

SALARY : Grade 1: R359 622 per annum, (plus benefits)
 Grade 2: R420 015 per annum, (plus benefits)
 Grade 3: R491 676 per annum, (plus benefits)

CENTRE REQUIREMENTS : Kopanong Hospital
 Grade 12, BSc Degree in Dietetic. Completed community service. Current registration with HPCSA as dietician: independent practice. Computer literacy in Word, Excel, PowerPoint, internet and e-mail. Other skills/ requirements: Experience working in the health environment will be an added advantage. Attendance of Severe Acute Malnutrition (SAM) and Mother Baby Friendly Initiative (MBFI)/ Lactation management courses will be beneficial. Good verbal and written communication skills.

DUTIES : Render integrated, patient centre dietetics service to TB/HIV/VTP as well as in and outpatients in the hospital in adherence to scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision, and performance evaluation. Implement and monitor Integrated Nutrition Programme (INP) strategies, including Vitamin A supplementation, growth monitoring and promotion, Mother Baby Friendly Initiative and Nutrition Counselling, Support and Treatment. Provide nutrition promotion, advocacy, and education, and counselling to patients and caregivers on appropriate nutrition and awareness. Attend scheduled ward rounds and meetings. Refer patients to appropriate level of care. Perform dietetics-related food service and monitor that therapeutic meal standards are maintained. Technical support in the institution, including stock control of nutritional supplements, equipment and material, as well as in-service training of staff. Exercise care with all consumables and equipment. Perform accurate record keeping, data collection and reporting on Nutrition indicators and assist with budget control asset management. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Adhere to Provincial, Facility and Departmental policies, guidelines, and regulations. Strict adherence to HPCSA and departmental policies.

ENQUIRIES APPLICATIONS : Ms MR Molete Tel No: (016) 428 7117
 Submitted to: Kopanong Hospital, 2 Casino Road, Duncanville, HR office, or posted Private Bag X031, Vereeniging, 1930.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Fully completed new Z83, CV, no attachments/ proof/ certified copies/ copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. Failure to submit all requested documents will result in the application not being considered. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. 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. Kopanong hospital will not be responsible for the late deliveries of applications from the post office.

CLOSING DATE : 17 November 2023 by 12H00

POST 40/75 : **SOCIAL WORKER (HAST) REF NO: 46/2023 (X1 POST)**
 Directorate: (Hast)

SALARY : Grade 1: R294 411 – R338 712 per annum, (plus benefits)
 Grade 2: R359 520 – R410 289 per annum, (plus benefits)
 Grade 3: R432 348 – R500 714 per annum, (plus benefits)
 Grade 4: R530 010 – R647 325 per annum, (plus benefits)

CENTRE REQUIREMENTS : Kopanong Hospital
 Grade 12 and Bachelor's degree of Arts in Social Work, registration with a South African Council for Social Service professions as a social worker. Knowledge of related framework and ethical practices, PFMA, and Public Service Act and regulations. Good verbal and written communication, interpersonal, financial, and Human Resources Management Computer

		Literacy- intermediate level in MS Office programmes. Ability to work independently and in a multidisciplinary context. Analytic thinking, problem solving and independent decision making and report writing skills. Training in TB/HIV/VTP programme and working with HAST patients as a social worker will be an added advantage.
<u>DUTIES</u>	:	Render integrated, patient centred social work service to TB/HIV/VTP as well as in and outpatients in the hospital in adherence to scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Conducting psychosocial Assessment of TB/HIV/VTP patients, clinical and non-clinical health care workers. Providing psycho-social support, including supportive debriefing and counselling to patients and caregivers. Strengthen re-engagement and linkage of TB/HIV patients back to care. Collaborate with sub district, district, and other district support partner, social workers to reinforce retention of TB/HIV patients to care. Establish and strengthen interdepartmental patient referral system. Outline all referral pathways for psychological support activities. Provide reports to all relevant supporting departments. Collaborate with direct service delivery teams to provide appropriate interventions aimed at retaining TB/HIV patients to care. Apply all methods of social work application in a hospital setting. Record and maintain accurate and detailed client information and interventions, as well as keep statistics, for timeous submission as required. Comply with performance management and development system (contracting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Ms RM Molete Tel No: (016) 428 7117
<u>APPLICATIONS</u>	:	Submitted to: Kopanong Hospital, 2 Casino Road, Duncanville, HR office, or posted Private Bag X031, Vereeniging, 1930
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Fully completed new Z83, CV, no attachments/ proof/ certified copies/ copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. Failure to submit all requested documents will result in the application not being considered. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. 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. Kopanong Hospital will not be responsible for the late deliveries of applications from the post office.
<u>CLOSING DATE</u>	:	17 November 2023 by 12H00
<u>POST 40/76</u>	:	<u>SOCIAL WORKER GRADE 1 REF NO: CHBAH 730 (X1 POST)</u>
<u>SALARY</u>	:	R294 411 per annum, plus service benefits
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Registration Certificate with SACSSP and current registration to practice for the current financial year. The applicant must be computer literate and in possession of a valid South African driver's licence. Internship / practicum placement at a Health setting will be an added advantage. Skills and Knowledge: Counselling, Communication, Planning and organising. Problem solving, time management, stress management, diversity management, conflict resolution. Ability to work in a multidisciplinary team. Knowledge and understanding of the South African Legislation pertaining to social services.
<u>DUTIES</u>	:	Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups, families, and communities through the relevant programs. Attend to any other matter that could result in, or stem from, social instability in any form. Keep up to date with new developments in the social work and social welfare fields. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Engage in continuous professional development activities as prescribed. Perform all the

		administrative functions required of the job. The applicant should be willing to work in different units of the Hospital as per Rotation cycle.
<u>ENQUIRIES</u>	:	Ms MJ Shingange Tel No: (011) 933 8858
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity) with no blank spaces left. And must be initialled and signed. On the Z83 application form the Department where position was advertised and 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, service certificate 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 and must specify the following: All experience should be in a chronological order indicating the position, institution and 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, service certificate and other relevant documents on or before the interview. Shortlisted Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC), Verification checks (Reference checks: Provide at least 3 and one must from an immediate supervisor. The Department reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information mentioned above will disqualify the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be performed. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH 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. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	17 November 2023
<u>POST 40/77</u>	:	<u>PROFESSIONAL NURSE GRADE 1 – GENERAL NURSING (PN-A2) REF NO: CHBAH 731 (X10 POSTS)</u> Directorate: Clinical Support
<u>SALARY</u>	:	R293 670 per annum, (plus service benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. No experience required after registration with the SANC as Professional Nurse. Competencies/Knowledge/ Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>DUTIES</u>	:	Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as

		shift leader in the unit (where necessary) Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.
<u>ENQUIRIES</u>	:	Mr NB Mulaudzi Tel No: (011) 933 9779/0134
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity) with no blank spaces left. And must be initialled and signed. On the Z83 application form the Department where position was advertised and 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, service certificate 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 and must specify the following: All experience should be in a chronological order indicating the position, institution and 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, service certificate and other relevant documents on or before the interview. Shortlisted Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC), Verification checks (Reference checks: Provide at least 3 and one must from an immediate supervisor. The Department reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information mentioned above will disqualify the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be performed. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH 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. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	17 November 2023
<u>POST 40/78</u>	:	<u>NURSING ASSISTANT GRADE 1-(NA1) REF NO: CHBAH 731 (X6 POSTS)</u> Directorate: Nursing Services (Clinical Support)
<u>SALARY</u>	:	R157 761 per annum, plus service benefits
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with SANC as a Nursing Assistant. Registration with SANC as a Nursing Assistant and current registration for 2023. No experience required after registration with SANC as a Nursing Assistant. Exposure working in nursing environment will be added advantage. Competencies/Knowledge /Skills: Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development.

- ENQUIRIES** : Mr. N.B. Mulaudzi Tel No: (011) 933 0134
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity) with no blank spaces left. And must be initialled and signed. On the Z83 application form the Department where position was advertised and 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, service certificate 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 and must specify the following: All experience should be in a chronological order indicating the position, institution and 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, service certificate and other relevant documents on or before the interview. Shortlisted Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC), Verification checks (Reference checks: Provide at least 3 and one must from an immediate supervisor. The Department reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information mentioned above will disqualify the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be performed. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH 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. People with disabilities are encouraged to apply.
- CLOSING DATE** : 17 November 2023
- POST 40/79** : **DIETICIAN (SESSIONAL) REF NO: TRH 14 /2023(X1 POST)**
Directorate: Clinical Support and Therapeutic Service
3 Months, Maximum of 80 hours per month
- SALARY** : R237.00 per hour
- CENTRE** : Tshwane Rehabilitation Hospital
- REQUIREMENTS** : The interested candidate should have a Bachelor of Science in Dietetics, be registered with HPCSA as an independent practitioner. Must be on Grade 1 level and has completed community service period as Dietician. sound knowledge of clinical theory, practice and ethics relating to the delivery of Dietetics services. Services within a hospital setting and knowledge of current health and public service legislation, regulations and policies. Ability to work with the clinical team using patient centred, goal orientated and interdisciplinary approach. Good communication, computer and interpersonal skills. Experience rehabilitation of persons with disabilities will be an added advantage.
- DUTIES** : To assist with direct patient care on sessional basis on the Dietetics departmental needs, i.e. 20 hours per week. Implement anthropometric and other measurements in assessment of in and outpatients. Effectively render cost effective and evidence based nutritional care for patients to meet their specific nutritional requirements according to norms and standards. To work closely with the interdisciplinary team members. Effective record keeping,

billing and report writing as the need arise. To perform administrative functions, submit monthly statistics to monitor the effective and efficient running of the Dietetics department. To assist with coordination of clinical nutrition and Food Service Management. Adherence to ethical rules, regulations and policies.

- ENQUIRIES** : Mrs WK Ngubeni Tel No: (012) 354 6125
- APPLICATIONS** : Applications to: Tshwane Rehabilitation Hospital, P.O Box 29160, Sunnyside,0132 or hand deliver to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed or emailed applications will be considered.
- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae only. Certified documents will only be requested to shortlisted candidates 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- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 17 November 2023

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered and for general enquiries please contact Human Resource at 083 324 0044/ 083 792 4851.
- CLOSING DATE** : 17 November 2023
- NOTE** : Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. It is a requirement of this position for a candidate to produce a pre-entry certificate issued by the National School of Government prior to appointment. Candidates are required to undergo pre-entry requirement course online to obtain the certificate endorsed by the National School of Government. The course is available at National School of Government under the name Certificate for Entry into an SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. In line with the Department's employments Equity Plan, Females and people with disabilities are encouraged to apply.

OTHER POST

- POST 40/80** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: S/019181**
Branch: Office of the Head of Department
3 Year Fixed Term Performance Based Contract
- SALARY** : Compensation will be in accordance with approved rates as determined by National Treasury
- CENTRE** : Johannesburg
- REQUIREMENTS** : A post graduate qualification in Accounting/Risk Management or Auditing such as CIA/CA (SA) or have completed a Master of Business Administration (MBA) qualification or equivalent qualification in related field. A minimum of 10 years' experience in risk management environment. Competencies: Knowledge – A good understanding of the Corporate Governance, Risk and Compliance Management, Public Finance Management Act and Treasury Regulations, EWRM, COSO model and Public Sector Risk Management Framework.
- DUTIES** : The candidate will chair the Department's Risk Management Committee and provide an oversight role regarding- Monitor implementation of risk management within Department. Review of relevant risk policies/strategies and other working procedures. Review risk management action plans to be instituted and ensure compliance with such plans. Integration of risk management into planning, monitoring and reporting processes. Review risk appetite and tolerance levels of Department. Provide reports to the Accounting Officer on quarterly basis and other management committees or other oversight committees. Implementation of risk maturity model.
- ENQUIRIES** : Ms D Kgage Tel No: (011) 355 7378

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

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

OTHER POSTS

<u>POST 40/81</u>	:	<u>CLINICAL MANAGER REF NO: BETH 57/2023 (X1 POST)</u>
<u>SALARY</u>	:	R1 288 095 per annum, (all-inclusive salary packages), (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules) Plus 22% rural allowance plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	:	Bethesda District Hospital - (KwaZulu - Natal) Senior Certificate/Matric or Grade 12. A degree in MB ChB or equivalent degree. A minimum of 4 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Current registration with HPCSA as a Medical Practitioner. Knowledge Skills Training and Competencies Required: Strong leadership, organizational, operational and contingency planning skills. Independent decision-making and problem solving skills. Good interpersonal and communication skills. Conflict management. Medical/clinical skills. Basic financial management. Planning, organization and problem solving. Analytical and creative thinking. Reporting. Administrative. Verbal and written communication. Interpersonal relations. Good knowledge of applicable legislation, regulations, national and provincial policies. HPCSA regulations. National norms and standards for relevant clinical results. Patient rights Responsibility Charter. Internal and external policies. Provincial drainage area mapping. Local regulations and rules regarding administrative duties. Institution's budget and PFMA. Regulatory framework of the institution. Labour Relations Act. Code of Conduct. National norms for relevant clinical results.
<u>DUTIES</u>	:	Ensure effective comprehensive clinical services with respect to patient care at inpatients, outpatients and outreach levels. Consultation (examination, treatment) and assessment of patient's physiology and physical condition. Diagnose patient's state of health. Briefing, informing, educating and counselling of patient and where appropriate relatives regarding prevention and treatment of patient. Deal with emotional, social and physical aspects of the patient's disease (Holistic Care & Management). Prescribe and administer medicine and treatment including minor surgical procedures. Ensure continuous service delivery. Manage an appropriate referral service to patients. Ensure good clinical record keeping and feedback on discharge. Ensure cost effective treatment of patients and that goals are met within the budget constraints. Manage the outreach support to patients at clinics. Manage Health Promotion programmes. Ensure an effective administered clinical department. Provide expert input into the governance, administration and management of the institution and its associated services. Assess ongoing staff and medical equipment needs. Maintain good interpersonal relationships with all the members of institution. Ensure safe medical practices in the institution to reduce the risk of medical legal cases as well as medical legal risk for patients. Manage all medico legal functions in the clinical department of the institution. Effective education, training and research. Manage the practical training to junior medical officers/medical students and other personnel. Manage the in service training to community service doctors. Plan and ensure that medical research work and development are undertaken. Undertake complex medical research work. Study medical literature and do research. Partake in projects at institutional and PHC level e.g. data collection, analysis thereof and formulation of recommendations aimed at an optimal service provision within the budgetary constraints. Keep up to date with new developments in the medical management and management field. Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the medical services legal and policy framework continuously to ensure that the work of the unit is aligned with the requirements of such acts and policies. Liaise/attend meetings, congresses and study the medical services legal and policy framework continuously to

ensure that the work of the unit is aligned with the requirements of such acts and policies. Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments. Ensure the development and implementation of quality assurance programs in line with Provincial, National and International standards. Manage the implementation of quality assurance programs. Manage the formulation, implementation and monitoring of the execution of policies and protocols at institutional level. Development and implement operational plans and policies in line with the organisation's goals. Management and participation in commuted overtime, including a seven (07) nights-shift system. Be prepared to participate in all clinical governance activities, including complaints management and reduction.

**ENQUIRIES
APPLICATIONS**

: Dr TC Ngwenya Tel No: (035) 595 3106
 : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital Ubombo Main Road.

NOTE

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

CLOSING DATE

: 17 November 2023

POST 40/82

: **MEDICAL SPECIALIST: (GRADE 1,2,3) REF NO: GS 88/23 (X1 POST)**
 Component: Neurology

SALARY

: Grade 1: R1 214 805 per annum
 Grade 2: R1 386 069 per annum
 Grade 3: R1 605 330 per annum
 All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

**CENTRE
REQUIREMENTS**

: PMB Metropolitan Hospitals Complex: Greys Hospital
 : Senior Certificate (Grade 12) or equivalent, MBCHB or equivalent plus Current Registration with the Health Professions Council of South Africa as a Neurologist at the time of appointment, Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. **Grade 1:** Experience: Not Applicable: - Registration with HPCSA as a Medical Specialist after Registration as a Medical specialist in the relevant Discipline. **Grade 2:** Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. **Grade 3:** Experience: A minimum of 10 years experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. Recommendation: One year experience working in a tertiary Neurology unit since qualification as a specialist. Knowledge, Skills, Attributes and Abilities: Competent clinical neurology and patient management skills, appropriate for the level of a specialist in Neurology; Ability and willingness to work as part of a multi-disciplinary health care team, including liaison and communication with

senior and junior staff; Understanding and ability to apply, appropriate to the post, public sector and health sector legislation, medical ethics and financial management; Ability and willingness to participate in information management, quality assurance programmes and human resource management as appropriate to the post; Ability to supervise junior staff; Ability and willingness to participate in and provide undergraduate and postgraduate training. Research experience and willingness to participate in research and supervise MMed projects.

DUTIES : Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Neurology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs. Performance of procedures in the neurophysiology laboratory that EEG, nerve conduction studies, sleep studies. Development of protocols for the management of neurological diseases. After hours participation in the discipline of neurology (based on departmental operational need). Training and Research Responsibilities. Support of Staff Training and Development in Specialist Neurology Services in the PMB Metro and in the Tertiary Drainage area, including subspecialty Neurology training under the auspices of the Department of Neurology at the Medical School. Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Neurology and Internal Medicine. Participation in and support of clinical research and quality control activities in the PMB Departments of Neurology and Medicine. Participation in and support of hospital administrative activities in the PMB Departments of Neurology as required.

ENQUIRIES : Dr A Naidoo Tel No: (033) 897 3289
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital, Private Bag X9001, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs M Chandulal
NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. The Employment Equity Target for this post is: African Male, African Female.

CLOSING DATE : 17 November 2023

POST 40/83 : **MEDICAL SPECIALIST (ANAESTHETICS) (GRADE 1-3) REF NO: MAD 63/2023 (X1 POST)**

SALARY : Grade 1: R1 214 805 – R1 288 095 per annum
 Grade 2: R1 386 069 – R1 469 883 per annum
 Grade 3: R1 605 330 – R2 001 927 per annum
 The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

CENTRE : Madadeni Provincial Hospital
REQUIREMENTS : MBChB degree or equivalent qualification PLUS. Certificate of registration with the HPCSA as a Medical specialist in Anaesthetics. Recommendations: Public sector working experience will be an advantage. Knowledge, Skills and Competencies required: Sound knowledge and clinical skills in the management of Anaesthetics/ ICU patients. Ability to supervise and teach junior and senior staff. Good communication, interpersonal and management skills. Sound professional and ethical values, and a concern for excellence.

DUTIES : To provide safe, ethical and high quality of care through the development of standards, audits, research and risk assessment in the following areas- clinical and customer care (patient perspective). Undertake training of undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Participate in commuted overtime as per departmental needs. This includes on site duties and or being rostered. Provide expert advice and clinical support to District/regional level hospitals referring to Madadeni Hospital. Provide outreach to surrounding District hospitals that refers patient to Madadeni Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Madadeni Hospital. 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 administrative matters as

pertains to the unit. Manage/supervise allocated human resources. Empower in a respectful manner the medical and nursing staff through evidence based best practices. Attend to meetings and workshops as directed. Comply with all legal prescripts Acts, legislatives, policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per hospital organogram. Maintain clinical, professional and ethical standards. Assist hospital management and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimize patients care in the theatre and wards with resources available. Be part of Disciplinary team. Conduct outpatient's clinics and provide expert opinion. Provide a support service for hospitals and clinics in Amajuba Districts. Liaison with other head of disciplines. Provide specialists services for the management of chronic pain services. Develop acute and chronic pain management.

- ENQUIRIES** : Dr XF Nene Tel No: (034) 328 8007
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
- FOR ATTENTION** : The Recruitment Officer
- 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, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
- CLOSING DATE** : 17 November 2023
- POST 40/84** : **MEDICAL SPECIALIST (INTERNAL MEDICINE) (GRADE 1-3) REF NO: MAD 64/2023 (X1 POST)**
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum
Grade 2: R1 386 069 – R1 469 883 per annum
Grade 3: R1 605 330 – R2 001 927 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE REQUIREMENTS** : Madadeni Provincial Hospital
: MBChB degree or equivalent qualification plus. Certificate of current registration with the HPCSA as a Medical specialist in Internal Medicine. Knowledge, Skills and Competencies required: Sound clinical knowledge of Internal Medicine. Knowledge and skills in adult resuscitative intervention. Good communication and human relations. Sound knowledge of procedures and protocols within the discipline. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relations. Knowledge and capability of managing Critically ill patients.
- DUTIES** : Providing outpatients, inpatients and outreach internal medical services. Teaching and supervision of medical officers and interns. Ensuring provision of a high-quality and efficient comprehensive internal medicine service. Assist with quality improvement initiatives including clinical audits and continued professional development activities aligned to department needs. Assist in the development of management policies and protocols. Ability to provide Specialist Internal Medical consultation and services. Accept responsibility for administration duties related to the Department of Internal Medicine. Assess patients, plan, initiate and supervise medical care management. Align clinical service delivery plans with hospital plans and priorities. Willingness to participate in the after-hours call system, with an undertaking to sign a contract

to participate in commuted overtime per week, is essential. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Participate in the continued medical education programme in the institution. Manage EPMDs of junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Provide support to the Head of Clinical Unit (HCU), in ensuring an efficient standard of patient care and services are maintained and acting in the absence of HCU. Leadership and decision-making abilities as well as problem solving and conflict management. Knowledge of Human Resource management. Information management and quality assurance. Ensure the proper and economical use of equipment and other resources. Maintain accurate medical record in accordance with legal and ethical guideline.

- ENQUIRIES** : Dr XF Nene Tel No: (034) 328 8007
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
- FOR ATTENTION** : The Recruitment Officer
- 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, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
- CLOSING DATE** : 17 November 2023
- POST 40/85** : **MEDICAL SPECIALIST (SURGERY) (GRADE 1-3) REF NO: MAD 65/2023 (X1 POST)**
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum
Grade 2: R1 386 069 – R1 469 883 per annum
Grade 3: R1 605 330 – R2 001 927 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE REQUIREMENTS** : Madadeni Provincial Hospital
: MBChB degree or equivalent qualification PLUS. Certificate of current registration with the HPCSA as a Medical specialist in Surgery. Knowledge, Skills and Competencies Required: Knowledge and skills in adult and Paediatric Emergency Resuscitative intervention. Clinical Knowledge in Acute and Chronic Surgical Management of Patients. Good interpersonal and supervisory skills. Supervision of students, interns, doctors, auxiliary staff and registrars. Accomplished in management of surgical trauma. Knowledge and capability of performing and teaching laparoscopic surgery.
- DUTIES** : Provision of quality cantered medical care to all patients in the Surgical Unit. Maintain accurate medical record in accordance with legal and ethical guideline. Supervision of interns, doctors, auxiliary staff. Participation after-hours duties are compulsory. Provision to assist in the outreach programs.
- ENQUIRIES** : Dr XF Nene Tel No: (034) 328 8007

APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.

FOR ATTENTION NOTE : The Recruitment Officer
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 17 November 2023

POST 40/86 : **DEPUTY NURSING MANAGER REF NO: RKK NM 01/2023 (X1 POST)**

SALARY : R930 747 per annum, (all-inclusive salary package consists of 70% basic salary and 30% flexible portion that can be structured in terms applicable rules)

CENTRE : R K Khan Hospital

REQUIREMENTS : Grade 12 or Matric Certificate. Basic R425 (Degree/Diploma in Nursing) qualification or equivalent qualification that allows Registration with S.A. Nursing Council (SANC) as a Professional Nurse. A minimum of (9) nine years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. A least four (4) years of the period referred to above must be appropriate/recognizable experience at Management level. Current registration with the S.A. Nursing Council. Certificates of Service from previous employers and current employer which must be endorsed by Human Resource Management is compulsory only when shortlisted. NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge of relevant legislative framework governing the Public Service. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices. Possess good communication skills, management, leadership, negotiation and report writing skills. Good human relations displaying concern for patients, promoting and advocating patients rights and expectations (Batho Pele). High concern for excellence, tenacity and resilience. Problem analysis and decision making skills. Demonstrate basic computer literacy as a support tool to enhance service delivery. Cross cultural awareness. Be able to work under pressure. Good understanding of Human Resource and Finance policies and practices. Recommendations: Degree/Diploma in Nursing Administration, Driver's License.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the Nursing Division. Ensure quality delivery of nursing care in all nursing areas. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, regulations, programs, practice procedures and standards pertaining to nursing care. Represent nursing department in the Senior Management team. Establish, maintain and participate in inter-professionalism and multi-disciplinary teamwork that promotes efficient and effective patient care across all domains. Ensure effective management, supervision and utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Deal with disciplinary and grievance matters. Evaluate and monitor compliance with clinical protocols, norms and standards

		of the hospital. Participate in implementation and adherence to Ideal Hospital Framework. Ensure quality data management and utilization. Establish, maintain and participate in inter-professional and multi-disciplinary team work.
<u>ENQUIRIES</u>	:	Mr L Munsami Tel No: (031) 459 6004
<u>APPLICATIONS</u>	:	Human Resource Department, R K Khan Hospital, Private Bag X004, Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department, Ground floor Recruitment Officer, Room no. 35
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applications should be submitted with New Z83form that can be obtained from any Public Service. Department Human Resource Department or from the website www.kznhealth.gov.za . Please attach Comprehensive CV with detailed experience. Applicants are not required to submit copies of their qualifications and other relevant documents on application but must submit the Z83 and a detailed CV only (certified documents will be limited to shortlisted candidates). The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2021. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following checks (Security clearance, criminal clearance, credit records, citizenship, verification of Qualification by SAQA and verification from (CIPC) Company Intellectual Property Commission. Applicants in possession of a foreign qualification must attach an evaluation certificate which is obtaining from South African Qualifications Authority (SAQA). Due to financial constraints no S&T or relocation costs will be paid for attending interviews. Due to financial constraints no S&T claims or relocation cost to be paid to the candidates attending the interview.
<u>CLOSING DATE</u>	:	17 November 2023 by 16H00 afternoon
<u>POST 40/87</u>	:	<u>CLINICAL PSYCHOLOGIST: GRADE 1 REF NO: HRM 91/2023 (X1 POST)</u> Directorate: Medico Legal Management Unit
<u>SALARY</u>	:	Grade 1: R790 077 – R 866 658 per annum, (all-inclusive package)
<u>CENTRE</u>	:	King Edward VIII Hospital
<u>REQUIREMENTS</u>	:	Senior certificate/Grade 12. Appropriate qualification as a Clinical Psychologist plus Initial registration with HPCSA. Certificate of current Registration with HPCSA as a Clinical Psychologist (Independent Practice). Recommendations: Unendorsed valid Code EB drivers license (Code 8). Computer literacy certificate. Experience in working with children with disabilities would be an added advantage. Computer Literacy skills. Knowledge, Skills, Training and Competencies Required: Sound knowledge of clinical psychologist's diagnostic assessment and treatment procedures. Good written and verbal communication and interpersonal skills. Knowledge of relevant ethical and legislative framework of practice. Ability to work within a multidisciplinary team. Good planning, organizational, administrative and time management skills.
<u>DUTIES</u>	:	Provide clinical psychology services to inpatients and outpatients referred to the Clinical. Psychology department at the King Edward VIII Hospital Complex (individual, family/caregiver and group), including medico-legal and forensic psychological assessments. Develop and provide specialized psychological services for various medical specialist areas. Psycho-diagnostics (complete initial diagnostic interviews) and administer, interpret psychological tests and write reports on clinical and psychometric assessments and therapeutic services including a management plan on patient discharge and down referral. Participate in MDT meetings and/or ward rounds and academic/training and in-service activities. Complete administration and clerical/reception duties iro. the department (including accurate records and statistics, ordering of items, etc.) Organize and implement events for mental health public awareness in line with promotions events calendar. Liaise with and cooperate with other professionals & external stakeholders regarding clinical psychology services provision. Participate in quality assurance and improvement programmes in the department /hospital. Participate in ongoing professional development within the dept. and hospital and outreach activities. Adhere with stipulated HPCSA CPD requirements. To provide teaching and training to intern clinical

		psychologist/s and Masters clinical psychology students and other students placed at the hospital.
<u>ENQUIRIES</u>	:	Dr KB Bilenge Tel No: (031) 360 3020
<u>APPLICATIONS</u>	:	Please forward emailed applications to thandeka.mkhonza@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.za . Hand delivered applications should be posted into the red box, next to the ATM in the admin building.
<u>FOR ATTENTION</u>	:	Mrs THF Mkhonza (HR Department)
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants for employment must be full completed Z83 form and updated CV only. Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying). Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	17 November 2023
<u>POST 40/88</u>	:	<u>ASSISTANT MANAGER NURSING – PHC REF NO: MONT 13/2023 (X1 POST)</u>
<u>SALARY</u>	:	R683 838 per annum
<u>CENTRE</u>	:	Montebello Hospital (Outpatient & PHC Services)
<u>REQUIREMENTS</u>	:	Senior certificate/Grade 12. Basic R425 qualification i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with South African Nursing Council as a Professional Nurse. A minimum of ten (10) years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Computer literacy (Ms Word, PowerPoint, Excel, etc.). Valid Driver's License.
<u>DUTIES</u>	:	Supervision of all PHC Services supported by Montebello Hospital. Monitor provision of quality, comprehensive service delivery at clinics. Establish the strategic direction of PHC services to ensure alignment with its business plan. Analyze the operational imperatives set in the National PHC package of services, National Health Norms and Standards, Provincial strategic and annual plans, policies and guidelines. Monitor the implementation of PHC Re-engineering. Monitor that clinics participate in Operational Sukuma Sakhe. Monitor PHC outputs and services on a monthly basis to review performance and provide feedback to PHC units, facilities and District Management. Evaluate PHC services in terms of standards, outcomes and impact indicators by analysis of data. Facilitate and ensure an integrated inter-sectoral approach in planning and implementation at all facilities, units and teams to provide a comprehensive PHC approach to community, family interventions and PHC Clinic services. Exercise control of discipline, grievances and any other labour-related issues in terms of laid down procedures. Monitoring the implementation of ICSM, ICRM and CCMDD in facilities within the Sub-District. Implement and monitor staff performance in terms of EPMDs. Advocate for resources at management level and have input into the budget for PHC in the service area. Ensure effective, efficient and economical use of allocated resources. Co-ordinate all community based health programs. Implementation of COPC through CBM within the Umzumbe Sub-District

		through structures of OSS. Ensure the implementation of HPRS and SVS at all facilities within the Sub-District.
<u>ENQUIRIES</u>	:	Ms J.J. Mchunu Tel No: (033) 506 7000
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Chief Executive Officer, Montebello Hospital, P/Bag X506, Dalton, 3236
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	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, and 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. It would be appreciated if you can attach course certificates only applicable to the post requirements. 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.
<u>CLOSING DATE</u>	:	17 November 2023
<u>POST 40/89</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: DANCHC 41/2023 (X1 POST)</u>
<u>SALARY</u>	:	R627 474 – R703 752 per annum. Other benefits: 13th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met.
<u>CENTRE</u>	:	Dannhauser CHC
<u>REQUIREMENTS</u>	:	Standard 10/Grade 12(Senior Certificate). Basic R425 qualification (i.e. Degree/Diploma in General Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in curative skills in Primary Health Care accredited with SANC. A minimum of 9 years of 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 after obtaining a 1 year post-basic qualification in PHC. Current registration with SANC as a Professional Nurse (2023). Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge, Patient's-Right charter, Batho Pele principles etc. Nursing statutes and relevant legal framework. Knowledge and understanding of legislative framework governing public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public Service. PHC Guidelines and other prescripts. Conflict, change and people management. Disciplinary code and procedure, Grievance Procedure, Human Resource Policies, Hospital generic and specific policies. Leadership, organisational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework, supervisory and communication skills. Good report writing and facilitation skills. Team building and cross-cultural awareness. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Sound knowledge of the National Core standards (OHSC) and Data Management. Sound knowledge of health programme run at the PHC level. Insight into procedures and policies pertaining to nursing care. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills in basic programmes.

<u>DUTIES</u>	:	Facilitate provision of comprehensive package of service at PHC level including priority programme and Quality Improvement Programmes. Develop Clinic Operational Plan, monitor the implementation and submit progress reports. Participate in the implementation of the nursing plan (Clinical practice/quality patient care). Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Implement standards, practices, criteria and indicators for quality nursing (Quality of practice). 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. Provide direct and indirect supervision of all nursing staff/housing-keeping staff and give guidance. Ensure continuity of patient care on all levels e.g. work book, handover and rounds. Ensure effective utilisation of human resources, material and physical resources efficiently and effectively. Render health services in the community by implementing Community Oriented Primary Care. Supervise and ensure the provision of an efficient patient care through adequate nursing care at the clinic. Ensure Batho Pele principles, National Core standards and ideal Clinic priorities are implemented. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid down by Nursing Act and Occupational Health and Safety Act. compile monthly, and quarterly statistics and other reports.
<u>ENQUIRIES</u>	:	Mrs BA Mbatha Tel No: (034) 621 6100
<u>APPLICATIONS</u>	:	All applications should be forwarded to Assistant Director: HRM, KZN: Department of Health, Private Bag X1008, Dannhauser, 3080 or hand delivery to: Dannhauser Community Health Centre, No 7 Durnacol Road; Dannhauser: 3080. Email address: DannhauserCHC.HRJobApplication@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Mrs DBP Buthelezi
<u>NOTE</u>	:	Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae only. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are 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. Preference will be given to African male.
<u>CLOSING DATE</u>	:	21 November 2023
<u>POST 40/90</u>	:	<u>OPERATIONAL MANAGER (SPECIALTY) OBSTETRIC AND GYNAECOLOGY REF NO: NURS 67/2023 (X1 POST)</u>
<u>SALARY</u>	:	R627 474 – R703 752 per annum. Other benefits: 13th Cheque, 8% Inhospitable Area Allowance, Housing Allowance and Medical Aid: Optional (Employee must meet Prescribed Requirements)
<u>CENTRE REQUIREMENTS</u>	:	Harry Gwala Regional Hospital Grade 12 certificate/Senior Certificate. Diploma / Degree in General Nursing Science and Midwifery. Post Basic qualification – Advanced Midwifery and Neonatal Nursing Science. Experience Required: A minimum 9 years as a general nurse of which 5 years have to be experience after obtaining the abovementioned Post Basic qualification. Knowledge and insight into nursing processes and procedures. Nursing statutes and other relevant Public Service Acts legislations. Decision-making & problem-solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Good communication skills. Supervisory and analytical thinking skills. Knowledge of MCWH, CARMMA, PMTCT and ESMOE programmes.
<u>DUTIES</u>	:	Implement maternal and neonate and child health care programmes. Improve the health systems for mothers and babies. Ensure Saving the Mother /Baby

recommendations are being implemented. Develop and implement quality assurance progress, SOPs & operational plans. Implement standards, practices and indicators for Maternal and Neonatal Health Care. Participate in Perinatal morbidity, mortality meetings and develop Quality Improvement Plans. Ensure staff is trained on ESMOE DRILLS. Strengthen Reproductive Health and Postnatal services. Support the Mother Baby Friendly Initiatives. Improve Data Management system. Implementation and EPOC tools and audits. Manage effective utilization of all resources in the unit. Develop and implement all strategies for Infection Prevention and Control for the unit. Monitor and evaluate staff performance (EPMDS). Strengthen PMTCT through implementation of PMTCT SOPs and guidelines. Implement CARMMA key elements. Implement Norms and standards. Ideal Hospital realization and maintenance framework

- ENQUIRIES** : Mrs NC Ngubo Tel No: (033) 395 4427
- APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.
- FOR ATTENTION** : Mr TC Manyoni
- 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 - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that 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. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Employment equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.
- CLOSING DATE** : 17 November 2023, NB: Please ensure that your application reaches this office not later than 16h00 on weekdays
- POST 40/91** : **SESSIONAL MEDICAL SPECIALIST GRADE 1 (RADIOLOGY) (20 HOURS PER WEEK) REF NO: HRM 85/2023 (X1 POST)**
Directorate: Radiology
- SALARY** : Grade 1: R608 400 per annum (all-inclusive package), excluding overtime
- CENTRE** : King Edward VIII Hospital Complex
- REQUIREMENTS** : Senior Certificate/Grade 12, MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Specialist in Radiology PLUS current registration with the HPCSA (2023/2024). None to less than 5 years after registration with the HPCSA as an Independent Medical Specialist. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: The ability to teach and supervise staff and students, Middle management and research skills, Good administrative, leadership, decision making and communication skills, Able to work in a team, Valid driver's license.
- DUTIES** : Provide specialist radiology services in all imaging modalities to all departments at King Edward VIII Hospital and related referral hospitals, Although involved in all imaging, modalities, successful applicants will have to

oversee Mammography/Breast Imaging and Fluoroscopy, Maintain clinical, professional and ethical standards related to these services, To perform, interpret and report radiological procedures and studies, Provide after hour care in accordance with the commuted overtime contract, Training and supervision of staff and students in Radiology, Provide expert opinion where required and consult with specialists on radiological procedures, Participate in Quality Improvement Programs of the Department, Conduct, participate and assist in research, Participate in both academic and clinical administrative activities and duties, Be part of a multi-disciplinary team

- ENQUIRIES** : Dr KB Bilenge Tel No: (031) 360 3020
- APPLICATIONS** : Please forward emailed applications to thandeka.mkhonza@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.za. Hand delivered applications should be posted into the red box, next to the ATM in the admin building.
- FOR ATTENTION** : Mrs THF Mkhonza (HR Department)
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants for employment must be full completed Z83 form and updated CV only. Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 17 November 2023
- POST 40/92** : **CLINICAL PROGRAM COORDINATOR: QUALITY ASSURANCE REF NO: EMS/62/2023**
Re-advertisement (Those who previously applied must re- apply)
- SALARY** : R497 193 per annum. Other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12). Diploma/ Degree in general nursing and midwifery that allows Registration certificate with SANC as a professional nurse. A minimum of 7 years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC as a general nurse and midwifery. Current SANC Receipt 2023. Knowledge & Skills: Knowledge of legislation current public service, health related legislations and quality assurance framework. Knowledge of hospital quality assurance practices, risk management and patient safety incident reporting. Knowledge of hospital quality functions and operations. Practical experience in quality assurance and accreditation. Knowledge of national and provincial priority programmes and guidelines. Knowledge of clinical governance framework and implementation. Knowledge of norms and standards and ideal hospital realization and maintenance framework. Ability o critically analyses complex information and o interpret hat in relation to performance, health outcomes relevant o institution and performance reports. Proficient in the application of computer software packages. Strong leadership, planning and organizational skill. Project management skill. Decision making skill and problem solving skills. Ability to work independently and under pressure. High level of communication skill both written and verbal. Data management skill.
- DUTIES** : Develop and implement a quality assurance programme within he institution and satellite clinics. Facilitate and ensure the effective functioning of the sub-district quality assurance committee. Ensure assessments are conducted and monitor the compliance of the institution to quality programs for regulated norms and standards ideal clinic and health hospital realization and

maintenance framework. Conduct surveys waiting time surveys patient experience of care within the institution and satellite clinics. Monitor the implementation of quality improvement plans from regulated norms and standards ideal clinic and ideal hospital realization and maintenance assessments on a quarterly basis through quality assurance random departmental rounds/clinic support visits and progress reports. Facilitate and participate in the development of institution standard operating procedures and protocols with regards to quality. Reporting and monitoring of all patient safety incidents in the sub-district. Re-enforce and in still a good clinical and corporate governance culture. Monitor evaluate and report on the delivery of quality care at sub-district level including clinical care waiting times and patients experience of care in the institution and the satellite clinics. Provide in-service training on relevant quality assurance issues. Facilitate clinical audits and ensure implementation of action plans on identified gaps. Maintain accurate reports and records of quality assessment and ensure timeous intervention on non-compliance. Provide advice on various aspects of quality care to all departments within the institution and the satellite clinics and PHC mobiles. Compile and submits monthly/quarterly reports to senior management for timeous submission to the districts. Develop and implement quality assurance operational plan and participate in the development of the institutional plan develop and implement the business plan for quality assurance department and exercise control over utilization of such budget. Represent the sub-districts in the district's quality improvement committees. Perform quality improvement audits surveys and assessments according to plans and reports of senior management. Monitor and evaluate delivery of quality care at the hospital and the satellite clinics.

ENQUIRES APPLICATIONS

: Mrs KS Dunne Tel No: (036) 488 8224
 : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital. No faxed or e-mailed applications will be considered.

FOR ATTENTION NOTE

: Human Resource Manager
 : Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications. ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. 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 successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.

CLOSING DATE

: 17 November 2023 @ 16:00

POST 40/93

: **OPERATIONAL MANAGER GENERAL: INTERNAL MEDICINE NURSING REF NO: NURS 68/2023 (X1 POST)**

SALARY

: R497 193 – R559 686 per annum. Other benefits: 13th Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet Prescribed Requirements)

CENTRE REQUIREMENTS

: Harry Gwala Regional Hospital
 : Grade 12 certificate/Senior Certificate, Diploma / Degree in General Nursing Science, Midwifery and Psychiatry (obtainable from University/College), Registration certificate with SANC as a General Nurse, Midwife and Psychiatry. Experience: A minimum of 7 years appropriate/recognizable experience in Nursing after registration as a General Nurse with SANC. Knowledge and insight into nursing processes and procedures. Nursing statutes and other relevant Public Service Acts. Leadership, organizational, Decision making & problem-solving abilities within the limit of public sector and institution policy framework. Financial and budgetary knowledge pertaining to nursing care. Interpersonal skills in dealing with conflict management, negotiating, counselling and disciplinary skills. Knowledge and implementation

of Batho Pele principles. Good communication skills. Supervisory and analytical thinking skills.

DUTIES

: Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner. Manage and supervise the effective utilization of all resources in the units. Ensure effective implementation of infection control and prevention practices by all staff including support service and cleaning staff. Participate in the analysis, formulation and implementation of nursing practices, guidelines, practices, standards and procedures, and Operational and Strategic Plans aimed at improving service delivery. Facilitate and ensure the implementation of Departmental Priorities and National Core Standards. Monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patients' records. Demonstrate a concern for patients, promoting and advocating a proper treatment and care. Strengthen mental health services. Ensure effective data management. Ensure ethics and professionalism are maintained. Maintain/develop/establish constructive working relationships with nursing and other stakeholders. Exercise control over discipline grievances and all labour-related issues. Coordinate and monitor the implementation of nursing plan and evaluation there off. Monitor waiting times. Establish and maintain good interpersonal relations with all Stakeholders.

**ENQUIRIES
APPLICATIONS**

: Mrs NC Ngubo Tel No: (033) 395 4427
: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

**FOR ATTENTION
NOTE**

: Mr TC Manyoni
: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that 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. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 17 November 2023, NB: Please ensure that your application reaches this office not later than 16h00 on weekdays

POST 40/94

: **OPERATIONAL MANAGER NURSING (NIGHT DUTY) REF NO: EGUM 42/2023 (X1 POST)**

SALARY

: Grade 1: R497 193 – R559 686 per annum. Plus: 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: E G & Usher Memorial Hospital
: Matric / Senior certificate Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the nursing South African Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC). A minimum of 7 years appropriate/recognisable experience in nursing after registration and Professional Nurse with the SANC in General Nursing. (No copies/qualifications/ID/proof/Letter, only Z83 and CV submitted on

application). Knowledge, Skills, Training and Competence Required: Knowledge of Nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the institution. Provide overall management and guidance of the institution at night. Ensuring proper utilization and safekeeping of 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 on Norms and Standards, Quality and Clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing staff and other stakeholders. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources. Ensure smooth running of all processes during the night including support services. Plan, organize and conduct community rallies and events that convey health messages and practices which support programme strategies. Facilitate and ensure submission of data as per the DHIMS policy. Establish, maintain and participate in the inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage all complaints in an amicable manner Implement procedures that maintain effective infection control and ensure safe administration of therapeutic substances.

ENQUIRIES : Mr MJ Mbali Tel No: (039) 797 8100
APPLICATIONS : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand-delivered applications may be submitted at Security Office (Application box available). Candidates are encouraged to send applications via email: EgusherMemorialHospital.JobApp@kznhealth.gov.za and no faxed applications will not be accepted.

FOR ATTENTION : Human Resource Department
NOTE : The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals / certified copies of qualifications, Identity documents and proof of registration for related council when required in the advert. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA/Permanent Residents/Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male and people with disabilities should feel free to apply.

Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. NB: Due to financial constraints, no S&T will be paid to candidates when attending the interviews. 17 November 2023 by 16H00 afternoon

CLOSING DATE

:

POST 40/95

:

OPERATIONAL MANAGER (PHC) REF NO: MAN28/2023 (X1 POST)

SALARY

:

R497 193 - R559 686 per annum. Other Benefits: 13th Cheque, medical aid (optional), 12% ISRDS/Rural Allowance, Home owner allowance (employee must meet prescribed Requirement)

CENTRE

:

Manguzi Hospital (Kwandaba Clinic)

REQUIREMENTS

:

Senior Certificate/Grade 12. Diploma/Degree in General nursing plus one year post basic qualification in Primary Health Care. Current registration with SANC as a General Nurse and Primary Health Care Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/ recognisable experience after obtaining the one year post basic qualification in primary Health Care. Proof of previous and current work experience (Certificates of Service) endorsed and stamped by HR must be attached when shortlisted. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework. 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. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care. Computer skills and basic programmes.

DUTIES

:

Provision of quality comprehensive community health care. Provision of administrative services, plan and organise clinics, complete statistics. Ensure the ordering and control of stationery, medical class 11 stock consumables. Ensure ordering and control of medication as necessary and safekeeping. Up to date knowledge of appropriate legislation, regulations and departmental policies. Involvement with community meetings and committees. Financial planning and indirect control of expenditure. Provision of educational services. Clinical teaching, training and continuous evaluation of students, teaching patients on a one-to-one basis. Personnel development i.e. assessing in-service training needs planning and implementing of training programme. Provision of clinical services ensure evaluation and follow up of patients during clinic visits. Initiate treatment, implementation of programmes and evaluation of patient clinical conditions. Promoting scientific quality nursing care. Administrate and control medication. Individual consultation sessions. Identify community needs. Coordinate between hospital and community. Maintaining professional secrecy and preventing medico-legal risks. Usage of basic medical equipment and safekeeping of equipment. Assist in regional and departmental projects.

ENQUIRIES

:

HR Manager Tel No: (035) 592 0150

APPLICATIONS

:

should be forwarded to: Mr NT Ngubane Assistant Director: HRM Manguzi District Hospital, Private Bag X301, KwaNgwanase, 3973.

NOTE

:

Directions to candidates: The following documents must be submitted: Application must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.kznhealth.gov.za) and a recent updated Comprehensive Curriculum Vitae only (previous experience must be comprehensively detailed i.e. positions held and dates). In the case of foreign qualification: it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) or other regulating bodies to their applications if shortlisted. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department failure to submit the requested document/ information will result in your application not be considered. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum

as that of the advertised post are free to apply. 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. 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 Failures to comply with the above instructions will results to your application being disqualified. Note: Due to financial constraints S&T Claims will not be considered.

CLOSING DATE : 17 November 2023

POST 40/96 : **CHIEF ARTISAN REF NO: MONT 16/2023 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R434 787 per annum
 : Montebello Hospital
 : N6 Certificate or National Diploma in Electrical/Mechanical/Structural. Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1981 as amended. Valid driver's license. Ten (10) years post qualification experience required as an Artisan / Artisan Foreman.

DUTIES : Manage technical services and support in conjunction with technicians, artisans, associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provision standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specifications and inputs in to existing technical manuals. Standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specification. Manage administrative and related functions. Provide inputs into the budgeting process. Provide and consolidate inputs to the technical operational plan, update database, manage artisans and related personnel and assets. Manage, control and monitor expenditure according to budget to ensure efficient cash flow and manage the commercial value add of the discipline-related activities and services. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise by continuous individual development to keep up with new technologies and procedures. Research / literate studies on technical / engineering technology to improve expertise. Liaise with relevant bodies/councils on technical / engineering-related matters. Ensure 24-hour coverage to attend to emergencies. Supervising and training staff.

ENQUIRIES APPLICATIONS : Mr A Govender Tel No: (033) 506 7000
 : All applications should be forwarded to: The Chief Executive Officer: Montebello Hospital, Private Bag X506, Dalton, 3236.

FOR ATTENTION NOTE : Human Resource Manager
 : 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, and 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.
17 November 2023

CLOSING DATE

:

POST 40/97

:

CLINICAL NURSE PRACTITIONER REF NO: MONT 14/2023 (X1 POST)

SALARY

:

Grade 1: R431 265 per annum
Grade 2: R528 696 per annum

CENTRE

:

Montebello Hospital (High Transmission Area)

REQUIREMENTS

:

Senior Certificate or Equivalent qualification. Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. A post-basic qualification with a duration of at least one year accredited with SANC in Primary Health Care that allows registration with SANC in Clinical Nursing Science, Health Assessment, Treatment and care. Experience: **Grade 1:** A minimum of 04 years appropriate/recognizable 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 a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the PHC after obtaining the 1-year post basic qualification in Primary Health Care.

DUTIES

:

Coordinating, overseeing and managing delivery of comprehensive PHC services in High Transmission Area sites focusing mainly on prevention, case finding, linkage and retention of Key Populations to HIV, STI's and TB health services and thus assist with the acceleration of activities in order achieve 95 95 HAST goals. Conducting community dialogues and awareness campaigns. Participate in Operation Sukuma Sakhe initiatives. Ensure safe keeping and proper utilization medical equipment and pharmaceutical and surgical stock. Participate in induction, training and monitoring of all support and nursing staff. Provide direct and indirect supervision and guidance to all nursing and support staff. Identification of high transmission areas for HIV, TB, STIs and other communicable diseases (TVET colleges, Truck stops, correctional services establishments, taverns, brothels, factories, farms and other areas with marginalized and vulnerable populations). Work with other government departments, civil society and other non-governmental organizations to address social determinants of health. Collaborate with other outreach teams. Assist with implementation of differentiated models of care. Participate in new Operation Phuthuma approach nerve Centre meetings. Be willing to work flexi-hours and shifts in order increase access of health services to key populations.

ENQUIRIES

:

Ms JJ Mchunu Tel No: (033) 506 7000

APPLICATIONS

:

All applications should be forwarded to: The Chief Executive Officer: Montebello Hospital, Private Bag X506, Dalton, 3236.

FOR ATTENTION

:

Human Resource Manager

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, and 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. It would be appreciated if you can attach course certificates only applicable to the post requirements. 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. 17 November 2023
<u>CLOSING DATE</u>	:	
<u>POST 40/98</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: EGUM 40/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	E G & Usher Memorial Hospital (Khanyiselani Clinic) Matric/Senior certificate, Diploma/Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 (One) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care accredited by SANC. Current registration with SANC as General Nurse and Primary Health Care, Midwife and Clinical Nursing Science, Health Assessment, Treatment and Care (SANC Receipt for 2023). (No copies/qualifications/ID/proof/Letter, only Z83 and CV submitted on application). Grade 1: A minimum of 4 years appropriate / recognizable 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 of which at least 10 years must be appropriate / recognizable experience after obtaining one (1) year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Recommendation: Valid driver's license code 08 (B) or 10 (C1) Knowledge, Skills, Training and Competence Required: Knowledge of Nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter. Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills.
<u>DUTIES</u>	:	Participate in Ideal Clinic realization and maintenance (ICRM)_Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and health rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of 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 on Norms and Standards, Quality and Clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing staff and other stakeholders. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources. Ensure data management and record keeping for the clinic. Plan, organize and conduct community rallies and events that convey health messages and practices which support programme strategies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr DB Nkosi Tel No: (039) 797 8100 Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Candidates are encouraged to send applications via email: EGusherMemorialHospital.JobApp@kznhealth.gov.za and no faxed applications will not be accepted.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Department The following documents must be submitted:_Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za , updated and fully detailed Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals / certified copies of qualifications, Identity document and proof of

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

- CLOSING DATE** : 17 November 2023 @ 16H00 afternoon
- POST 40/99** : **CLINICAL NURSE PRACTITIONER (PHC) (PRIMARY HEALTH CARE TRAINER) REF NO: EGUM 41/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R 497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : E G & Usher Memorial Hospital (Gateway Clinic)
: Matric / Senior certificate Diploma / Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 (One) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care accredited by SANC Current registration with SANC as General Nurse and Primary Health Care, Midwife and Clinical Nursing Science, Health Assessment, Treatment and Care (SANC Receipt for 2023). (No copies/qualifications/ID/proof/Letter, only Z83 and CV submitted on application). **Grade 1:** A minimum of 4 years appropriate/recognizable 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 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 Clinical Nursing Science, Health Assessment, Treatment and Care. Recommendation: Valid driver's license code 08 (B) or 10 (C1) Knowledge, Skills, Training and Competence Required: Knowledge of Nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal frameworks. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem-solving skills.
- DUTIES** : Participate in Ideal Clinic realization and maintenance (ICRM) Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and health rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of 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 on Norms and Standards, Quality and Clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing staff and other stakeholders. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources. Ensure data management and record-keeping for the clinic. Plan, organize and conduct community rallies and events that convey health messages and practices which support programme strategies. Co-coordinating the PHC training of the subdistrict. Conducting the skills audit and prioritizing the training needs for PHC. Conducting mentorship across the PHC of the Sub-district.

**ENQUIRIES
APPLICATIONS**

: Mr. DB Nkosi Tel No: (039) 797 8100
 : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Candidates are encouraged to send applications via email: EGusherMemorialHospital.JobApp@kznhealth.gov.za and no faxed applications will not be accepted.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 17 November 2023 by 16H00 afternoon

POST 40/100

: **PROFESSIONAL NURSE SPECIALTY – ADVANCED MIDWIFERY REF NO: DANCHC 42/2023 (X1 POST)**

SALARY

: Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other benefits: 13th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met.

CENTRE

: Dannhauser CHC

REQUIREMENTS

: Standard 10/Grade 12(Senior Certificate). Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 year post basic qualification with duration of at least 1 year accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in Advanced Midwifery and Neonatal Science. Current registration with SANC as Professional Nurse and Advanced Midwifery and Neonatal Science with minimum of 4 years appropriate/recognisable experience after registration as a Professional Nurse in General Nursing. Current registration with SANC as a Professional Nurse (2023). Experience: **Grade 1:** A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Advanced Midwifery and Neonatal Science. Knowledge, Skills, Training and Competencies Required: Relevant legal framework such as nursing Acts, Occupational Health and Safety Act, Batho Pele and Patients' Rights Charter, Labour Relations etc. Disciplinary code, Human Resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Experience in maternity department. Sound knowledge of the health programmes run at the PHC level. Knowledge of nursing care process and procedures and other legal framework. Ability to relieve in the service areas. Co-ordination and planning skills. Team building, cross cultural awareness and supervisory skills. Good communication and problem-solving skills. Conflict management and negotiation skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES

: Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that lead to improved service delivery by upholding Batho Pele principles and patients right. Ensure and advocate for the provision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programmes e.g. EMTCT, CARMA, MBFI and ESMOE. Provide and manage all resources within the unit cost-effectively and ensure optimum service delivery. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of safe and therapeutic environment for patients, staff and public through implementation of Infection Control and prevention, Occupational Health and Safety Act, and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure provision of accurate statistical information for data management. Assist in the implementation of norms and standards and ideal clinic. Provide adequate and health education, awareness and involved in campaigns. Promote women's, mother and child health. Advocate for the nursing profession by promoting Professionalism and Nursing Ethics.

ENQUIRIES

: Mrs BA Mbatha Tel No: (034) 621 6100

APPLICATIONS

: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health, Private Bag X1008; Dannhauser; 3080 or hand delivery to: Dannhauser Community Health Centre, No 7 Durnacol Road, Dannhauser: 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za
Mrs DBP Buthelezi

FOR ATTENTION

NOTE

: Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are 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. Preference will be given to African male.

- CLOSING DATE** : 21 November 2023
- POST 40/101** : **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 37/2023 (X1 POST)**
Re-advertisement
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met.
- CENTRE REQUIREMENTS** : Naasfarm Clinic
Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Experience: **Grade 1:** A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Experience: **Grade 2:** A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Relevant legal frameworks such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationships and listening skills.
- DUTIES** : Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervised of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safekeeping of basic Medical, Surgical, Pharmaceutical and other stock.
- ENQUIRIES APPLICATIONS** : Mrs TP Magudulela Tel No: (034) 621 6217
All applications should be forwarded to Assistant Director: HRM, KZN: Department of Health, Private Bag X1008, Dannhauser, 3080 or hand delivery to: Dannhauser Community Health Centre, No 7 Durnacol Road; Dannhauser: 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za
- FOR ATTENTION NOTE** : Mrs DBP Buthelezi
Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae (only). Only shortlisted

candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are 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. Preference will be given to African male.

- CLOSING DATE** : 21 November 2023
- POST 40/102** : **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 38/2023 (X2 POSTS)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met.
- CENTRE REQUIREMENTS** : Sukumani Clinic
Grade 12 (Senior Certificate), Standard 10/or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Experience: **Grade 1:** A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Relevant legal frameworks such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations, etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationships and listening skills.
- DUTIES** : Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure

good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES
APPLICATIONS**

: Mrs TP Magudulela Tel No: (034) 621 6217
: All applications should be forwarded to Assistant Director: HRM, KZN: Department of Health, Private Bag X1008, Dannhauser, 3080 or hand delivery to: Dannhauser Community Health Centre, No 7 Durnacol Road; Dannhauser: 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: Mrs DBP Buthelezi
: Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae (only). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are 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. Preference will be given to African male.

CLOSING DATE

: 21 November 2023

POST 40/103

: **CLINICAL NURSE PRACTITIONER (MMC) REF NO: DANCHC 39/2023 (X1 POST)**

SALARY

: Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th Cheque, Medical Aid (Optional), Inhospital Allowance: 8% and Housing allowance: Prescribed requirements to be met.

**CENTRE
REQUIREMENTS**

: Dannhauser CHC
: Grade 12 (Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Experience: **Grade 1:** A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Relevant legal frameworks such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations, etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES

: Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI,

EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safekeeping of basic Medical, Surgical, Pharmaceutical and other stock. Provision of quality comprehensive community healthcare. Conduct outreach health services and identify community needs. Recruit for Male Medical Circumcision target. Develop quality improvement plans on programmes, implement and evaluate progress. Provision of administrative services. Provision of clinical services. Utilisation of human and physical control of resources efficiently and effectively.

- ENQUIRIES** : Mrs BA Mbatha Tel No: (034) 621 6100
- APPLICATIONS** : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za
- FOR ATTENTION** : Mrs DBP Buthelezi
- NOTE** : Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae (only). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are 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. Preference will be given to African male.
- CLOSING DATE** : 21 November 2023
- POST 40/104** : **PN-D LECTURER GRADE 1/2 REF NO: HGNC 69/2023 (X2 POSTS)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R683 838 per annum
Other benefits: 13th Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet Prescribed Requirements)
- CENTRE** : Harry Gwala Regional Hospital – Harry Gwala Nursing Campus
- REQUIREMENTS** : Senior Certificate/Grade 12 plus a Diploma /Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the South African Nursing Council (SANC) as a General Nurse, Midwife/ Accoucher, Community and Psychiatric Nurse. Post Basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council (SANC) plus. At least 4 years of the period referred to above must be appropriate/ recognizable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. An unendorsed valid RSA Drivers Licence (Code EB) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional

Nursing with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2). An unendorsed valid driver's license (Code 08/EB). Possess knowledge of relevant legislation prescripts and policy framework regarding the area of operation/Discipline. Have in-depth knowledge of procedures and processes related to Nursing Science. Possess sound knowledge of nursing education approaches and current changes in Nursing Education. Have research and analytic thinking. Have problem-solving skills. Have effective interpersonal skills. Curriculum planning and development. Good research and analytical skills. Recommendations: Post Graduate Diploma in Ophthalmology/Primary Care, Master's degree, Computer Literacy

DUTIES : Co-ordinate provision of education and training of Student Nurses in R171, R425 and R635. Manage clinical learning exposure to students between college and clinical areas. Oversee supervision of Students. Collaborate with other stakeholders and build a sound relationship within the Department. Supervise staff in the Psychiatric Department. Develop and ensure implementation of quality improvement programs. Implement employee management and development systems. Maintain all clinical records and reports of students. Develop and review of nursing curricula for all categories of training. Implement the new nursing programmes in line with the SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.

ENQUIRIES : Mrs RT Zondi Tel No: (033) 392 7653
APPLICATIONS : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

FOR ATTENTION : Mr TC Manyoni
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 - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performed and years of experience written in full e.g. 01/01/2023. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that 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 advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE : 17 November 2023

POST 40/105 : **CLINICAL NURSE PRACTITIONER – GRADE 1 OR 2 (PHC) REF NO: IMBALCHC14/2023 (X1 POST)**

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

		Allowances: 8% Inhospitable allowance, 13th cheque, Housing allowance and Medical aid (employee must meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Azalea Clinic
	:	Grade 12 or Senior certificate, Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC (2023 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 and Midwifery and after obtaining the one year post basic qualification in the specialty (Primary Health Care), Grade 2: A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in the relevant speciality (Primary Health Care), Recommendation: NIMART - Training Certificate in Nurse Initiated and Management of ART, Computer literacy, Knowledge, Skills, Trainings and Competencies 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 promoting preventative, curative and rehabilitative services for the clients and community. Ensure proper utilization and safekeeping of basic medical equipment, surgical and pharmaceuticals stock. Provide direct and indirect supervision of all nursing staff and to give guidance. Display a 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. Execute duties and functions with proficiency and perform duties according to scope of practice. Ensure the clinic complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Ensure the clinic attains, maintains and escalates to the highest Ideal Clinic status and complies with the Norms and Standards. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients in the clinic. Ensure proper utilization of human, material and financial resources and keeping up-to-date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Participate and oversee development and implementation of clinical policies, procedures and guidelines for MNCWH, HAST, NUTRITION, FP, MBFI, PMTCT, MOM CONNECT, COVID 19 Vaccination and other related programs/projects. Assist the Operational Manager to implement standards, practices, criteria and indicators for quality nursing practices. Collect, analyze and interpret data using standard data collecting tools and undertake management thereof. Implement CCMD program according to standardized criteria. Participate in staff development using EPMDS System and other work related programs and training. Be in charge of the clinic in the absence of Operational Manager.
<u>APPLICATIONS</u>	:	Applications must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X9104, Pietermaritzburg, 3200 or Hand delivered to the Human Resource office at Imbalenhle Community Health Centre, Unit 3, Thwala Road, Imbali, Pietermaritzburg.
<u>NOTE</u>	:	Only shortlisted candidates will be required to submit documents/certified copies of documents on or before the day of the interview.
<u>CLOSING DATE</u>	:	17 November 2023

<u>POST 40/106</u>	:	<u>CLINICAL NURSE PRACTITIONER – GRADE 1 OR 2 (PHC) REF NO: IMBALCHC15/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Allowances: 8% Inhospitable allowance, 13th cheque, Housing allowance and Medical aid (employee must meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Ashdown Clinic Grade 12 or Senior certificate, Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in clinical Nursing Science, Health assessment, treatment and care (PHC). Current registration with SANC (2023). Grade 1: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery and after obtaining the one year post basic qualification in the specialty (Primary Health Care). Grade 2: A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in the relevant speciality (Primary Health Care). Recommendation: NIMART - Training Certificate in Nurse Initiated and Management of ART, Computer literacy. Knowledge, Skills, Trainings and Competencies 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 promoting preventative, curative and rehabilitative services for the clients and community. Ensure proper utilization and safekeeping of basic medical equipment, surgical and pharmaceuticals stock. Provide direct and indirect supervision of all nursing staff and to give guidance. Display a 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. Execute duties and functions with proficiency and perform duties according to scope of practice. Ensure the clinic complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Ensure the clinic attains, maintains and escalates to the highest Ideal Clinic status and complies with the Norms and Standards. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients in the clinic. Ensure proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Participate and oversee development and implementation of clinical policies, procedures and guidelines for MNCWH, HAST, NUTRITION, FP, MBFI, PMTCT, MOM CONNECT, COVID 19 Vaccination and other related programs/projects. Assist the Operational Manager to implement standards, practices, criteria and indicators for quality nursing practices. Collect, analyse and interpret data using standard data collecting tools and undertake management thereof. Implement CCMDD program according to standardized criteria. Participate in staff development using EPMDS System and other work-related programs and training. Be in charge of the clinic in the absence of Operational Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs NM Chonco: Assistant Nursing Manager Tel No: (033) 3989100 Applications must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X9104, Pietermaritzburg. 3200 or Hand delivered to the Human Resource office at Imbalenhle Community Health Centre, Unit 3, Thwala Road, Imbali, Pietermaritzburg.

- NOTE** : Only shortlisted candidates will be required to submit documents/certified copies of documents on or before the day of the interview.
- CLOSING DATE** : 17 November 2023
- POST 40/107** : **CLINICAL NURSE PRACTITIONER (GRADE 1, 2) REF NO: AMAO CNP 01/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Benefits: 13th Cheque, Home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
- CENTRE REQUIREMENTS** : Amaoti Clinic
Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health Assessment, Treatment and Care Accredited by SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Recommendations: A valid Driver's Licence (Code 08/ Code 10), Computer Literacy Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills. Key Performance Areas : Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, Provide administrative services such as compiling accurate statistics for evaluation and future planning, identifying need for financial planning and direct control of expenditure as integral part of planning and organisation. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Ensure that Batho-Pele Principles and patient rights are implemented. Ensuring proper utilisation and safekeeping of basic medical equipment. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Ensure implementation of Primary Health Care re-engineering. Ensure implementation of National Core Standards/Regulated Norms and Standards. Ensure patient care through the utilisation of Primary Health Care indicators. Ensure monitoring of the facility targets for programs in the facility. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Strengthen and ensure implementation of Ideal clinic strategies.
- ENQUIRIES APPLICATIONS** : Mr ST Mseleku Tel No: (031) 519 0455
Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix 4080.
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – www.kznhealth.gov.za. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will only be requested from shortlisted candidate. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CNP 01/2021. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date please regard your application as being unsuccessful. The appointment are subject to a positive outcome obtained

from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Non-RSA Citizens/ Permanent Residents, Work permit holders will be required to submit their relevant qualifications when they are shortlisted. Non-RSA Citizens/ Permanent Residents, Work permit holders will be required to submit their relevant qualifications when they are shortlisted. NB: African Males are encouraged to apply.

- CLOSING DATE** : 17 November 2023
- POST 40/108** : **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 (MENTAL HEALTH CARE COORDINATOR) REF NO: GTN 51/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional). Housing allowance
- CENTRE REQUIREMENTS** : Greytown Hospital (PHC)
Senior Certificate /Grade 12 Plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) that allows registration with South African Nursing (SANC) as a Professional Nurse Plus; Diploma /Degree in General, Psychiatry and Midwifery Nursing Science plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Plus, Certificates of Registration with SANC in (General Nursing and relevant post basic qualification) Plus, Current S.A.N.C receipt 2023 Plus Valid driver's license.
Grade 1: A minimum of four (4) years appropriate / recognizable nursing experience in nursing after registration as a Professional Nurse with SANC in General Nursing plus one (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing of which at least ten (10) years must be appropriate recognizable experience in the specific speciality after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge, skills, Training and Competences required: Demonstrate effective communication with patient, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge and understanding of all relevant legislative framework i.e. Nursing Act, Mental Health Act, Occupational Health and Safety Act, National Health Act, SANC Rules and Regulations, Labour Relations Act, Public Service Act etc. Knowledge of Batho Pele Principles and Patients' Right Charter. Good communication, interpersonal and problem-solving skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Report writing and time management skills.
- DUTIES** : Monitor and evaluate performance of clinic staff according to set standards, norms, and target and to ensure effective reporting. Facilitate implementation of the mental Health Care Act. Facilitate clinical audit system for mental health. Support and strengthening of partnership with community-based organisation. Improve the quality of mental health care by establishing minimum based organisation. Improve the quality of mental health care by establishing minimum norms and standards. Assisting the sub district to provide comprehensive mental health and substance abuse services with an emphasis on community-based care. Ensuring human rights of people with mental disability and shifting community attitudes towards the mentally ill. Intensify programmes for the prevention and treatment of substance abuse. Informing the Institution of health management of potential risks and threats to the effective implementation of mental health service delivery. Engagement with other stakeholders in the field of mental health and substance abuse. Understanding of challenges facing the Public Health Sector. Ability to plan and prioritize issues and other work-related matters and to comply. Ensure provision of Nursing Care through adequate supervision and provide nursing

care that leads to improved service delivery by maintaining client satisfaction. Screening diagnosis and treatment of patients. Ensure the efficient and effective control of surgical sundries pharmaceuticals, equipment, and miscellaneous stores. Maintain accurate and complete patient's records according to legal requirements. Assist in compiling and updating of procedural guidelines. Coordinate services within the institution and other services related to community health (NGOs, CBOs and CHWs). Ensure data management at all levels. Demonstrate effective communication with health teams, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure good community care. Provide educational services to staff and communities. Display concern for the community; promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance management through EPMDS. Ensure increased accessibility of health services to all community members including staff.

- ENQUIRIES** : Ms P.P.L Nkala Tel No: (033) 4139 400
- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X5562, Greytown,3250
- FOR ATTENTION** : Mr. L Nxumalo
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** : 17 November 2023
- POST 40/109** : **CLINICAL NURSE PRACTITIONER REF NO: GTN 52/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th Cheque, plus 12% Rural allowance, Medical aid(optional). Housing allowance
- CENTRE** : Gateway Clinic
- REQUIREMENTS** : Senior Certificate/Grade 12. Diploma/ Degree in General Nursing plus 1 year post basic qualification in Primary Health Care and Midwifery. Registration with SANC as a registered nurse and Primary Health Care nurse. Current S.A.N.C receipt 2023. Appropriate/recognizable experience after registration as a Professional Nurse is recognized to determine the salary on appointment. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate /

recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. Knowledge, skills, Training and Competences required: Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts 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 patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.

DUTIES : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organise own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.

ENQUIRIES : Ms PPL Nkala Tel No: (033) 4139 400
APPLICATIONS : Applications forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250

FOR ATTENTION : Mr L Nxumalo
NOTE :

The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

CLOSING DATE : 17 November 2023

POST 40/110 : **CLINICAL NURSE PRACTITIONER REF NO: GTN 53/2023 (X1 POST)**

SALARY : Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other benefits: 13th Cheque, plus 12% Rural allowance, Medical aid(optional).
 Housing allowance

CENTRE : Amatimatolo Clinic

- REQUIREMENTS** : Senior Certificate/Grade 12. Diploma/ Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery. Registration with SANC as a registered and Primary Health Care nurse. Current S.A.N.C receipt 2023. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post – basic qualification in the relevant specialty. Knowledge, skills, Training and Competences required: Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts 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 patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.
- DUTIES** : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programs including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.
- ENQUIRIES** : Ms. P.P.L Nkala Tel No: (033) 4139 400
- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X5562, Greytown, 3250.
- FOR ATTENTION** : Mr L Nxumalo
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** : 17 November 2023

POST 40/111 : **CLINICAL NURSE PRACTITIONER (PHC MOBILE CLINIC) REF NO: GTN 54/2023(X1 POST)**

SALARY : Grade 1: R431 265 – R47 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th Cheque, plus 12% Rural allowance, Medical aid(optional). Housing allowance

CENTRE REQUIREMENTS : Greytown Hospital (PHC Mobile Clinic)
Senior Certificate/Grade 12. Diploma/ Degree in General Nursing plus 1 year post basic qualification in Primary Health Care and Midwifery. Registration with SANC as a registered nurse and Primary Health Care nurse. Current S.A.N.C receipt 2023. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. Knowledge, skills, Training and Competences required. Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts 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 patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.

DUTIES : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programs including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.

ENQUIRIES APPLICATIONS : Ms. P.P.L Nkala Tel No: (033) 413 9400
Applications forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.

FOR ATTENTION NOTE : Mr L Nxumalo
The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, please accept that your application has been unsuccessful Employment

Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 17 November 2023
- POST 40/112** : **CLINICAL NURSE PRACTITIONER REF NO: GTN 55/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th Cheque, plus 12% Rural allowance, Medical aid (optional).
Housing allowance
- CENTRE** : PHC KwaSenge Clinic
- REQUIREMENTS** : Senior Certificate /Grade 12. Diploma/ Degree in General Nursing Plus 1 year post basic qualification in Primary Health Care and Midwifery. Registration with SANC as a registered nurse and Primary Health Care nurse. Current S.A.N.C receipt 2023. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. Knowledge, skills, Training and Competences required: Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts 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 patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles
- DUTIES** : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programs including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.
- ENQUIRIES** : Ms PPL Nkala Tel No: (033) 4139 400/410
- APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.
- FOR ATTENTION** : Mr L Nxumalo
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of

applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 17 November 2023
- POST 40/113** : **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 45/2023 (X1 POST)**
(Re- advertisement)
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met.
- CENTRE REQUIREMENTS** : Thandanani Clinic
Grade 12 (Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Experience: **Grade 1:** A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.
- DUTIES** : Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.
- ENQUIRIES** : Mrs TP Magudulela Tel No: (034) 621 6217

APPLICATIONS : All applications should be forwarded to Assistant Director: HRM, KZN: Department of Health, Private Bag X1008, Dannhauser, 3080 or hand delivery to: Dannhauser Community Health Centre, No 7 Durnacol Road, Dannhauser, 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za

FOR ATTENTION NOTE : Mrs DBP Buthelezi
: Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae (only). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are 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. Preference will be given to African male.

CLOSING DATE : 21 November 2023

POST 40/114 : **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 46/2023 (X1 POST)**
Re-advertisement

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 13th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met.

CENTRE REQUIREMENTS : Thembalihle Clinic
: Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Experience: **Grade 1:** A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES : Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g., IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification, and

submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES
APPLICATIONS**

: Mrs T.P. Magudulela: Tel No: (034) 621 6217
 : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za
 : Mrs DBP Buthelezi

**FOR ATTENTION
NOTE**

: Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae (only). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are 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. Preference will be given to African Male.

CLOSING DATE

: 21 November 2023

POST 40/115

: **CLINICAL NURSE PRACTITIONER REF NO: DANCHC 47/2023 (X1 POST)**
 Re-advertisement

SALARY

: Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other benefits: 13th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met.

**CENTRE
REQUIREMENTS**

: Nellies Farm Clinic
 : Grade 12 (Senior Certificate), Standard 10/or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Experience: **Grade 1:** A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines

<u>DUTIES</u>	:	and policies related to nursing principles. Good interpersonal relationship and listening skills.
	:	Implement and advocate for programmes initiative for clients and the community served by the clinic. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification, and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.
<u>ENQUIRIES</u>	:	Mrs TP Magudulela Tel No: (034) 621 6217
<u>APPLICATIONS</u>	:	All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 or hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Mrs DBP Buthelezi
<u>NOTE</u>	:	Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are 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. Preference will be given to African male.
<u>CLOSING DATE</u>	:	21 November 2023
<u>POST 40/116</u>	:	<u>PROFESSIONAL NURSE – SPECIALTY (ADVANCED MATERNITY) REF NO: BETH 55/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum, (all –inclusive package) Grade 2: R528 696 per annum, (all –inclusive package) 13th Cheque, 12% rural allowance, Medical Aid Optional, Home owners /Housing Allowance (Employee must meet prescribed requirements).
<u>CENTRE</u>	:	Bethesda District Hospital - (KwaZulu - Natal)
<u>REQUIREMENTS</u>	:	Grade 1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus. Degree / Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced midwifery). Current registration with SANC as General Nurse and Advanced midwifery. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus. Degree/Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced midwifery). Current registration with SANC as General Nurse with Midwifery and Neonatal Nursing Science (Advanced

midwifery) plus. 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 Advanced midwifery experience after obtaining a one year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced midwifery). Knowledge, Skills Training and Competencies 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 counseling. 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.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for obstetric unit. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction, and monitoring of all nursing staff. Able to plan and organize own work and that of support personnel to ensure proper nursing. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing when required. Work effectively, co-operatively, and amicably with persons of diverse intellectual, cultural, or religious differences. Display a 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. Diagnose and manage obstetric emergencies in the absence of a doctor e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy. Develop mission and vision and objectives for obstetric unit. 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. 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. Facilitate facility perinatal Mortality review or meetings. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. 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 : Ms ST Gumede (AMN) Tel No: (035) 595 3103
APPLICATIONS : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.

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

CLOSING DATE : 17 November 2023

POST 40/117 : **CLINICAL NURSE PRACTITIONER-(GRADE 1, 2) REF NO: QAD CNP 01/2023 (X1 POST)**

- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Benefits: 13th Cheque, Home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
- CENTRE REQUIREMENTS** : Qadi Clinic
: Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health Assessment, Treatment and Care Accredited by SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Recommendations: A valid Driver's Licence (Code 08/ Code 10), Computer Literacy. Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills.
- DUTIES** : Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, provide administrative services such as compiling accurate statistics for evaluation and future planning, identifying need for financial planning and direct control of expenditure as integral part of planning and organisation. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Ensure that Batho-Pele Principles and patient rights are implemented. Ensuring proper utilisation and safe keeping of basic medical equipment. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Ensure implementation of Primary Health Care re-engineering. Ensure implementation of National Core Standards/Regulated Norms and Standards. Ensure patient care through the utilisation Primary Health Care indicators. Ensure monitoring of the facility targets for programs in the facility. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Strengthen and ensure implementation of Ideal clinic strategies.
- ENQUIRIES APPLICATIONS** : Mr ST Mseleku Tel No: (031) 519 0455
: Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080.
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – www.kznhealth.gov.za. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will only be requested from shortlisted candidate. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CNP 01/2021. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date please regard your application as being unsuccessful. The appointment are subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Non-RSA Citizens/ Permanent Residents, Work permit holders will be required to

		submit their relevant qualifications when they are shortlisted. NB: African Males are encouraged to apply.
<u>CLOSING DATE</u>	:	17 November 2023
<u>POST 40/118</u>	:	<u>CLINICAL NURSE PRACTITIONER (GRADE 1, 2) REF NO: CNP 04/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Benefits: 13th Cheque, Home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
<u>CENTRE REQUIREMENTS</u>	:	Inanda C CHC Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health Assessment, Treatment and Care Accredited by SANC. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing plus one year post basic qualification in PHC. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Recommendations: A valid Driver's Licence (Code 08/ Code 10), Computer Literacy Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills.
<u>DUTIES</u>	:	Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, provide administrative services such as compiling accurate statistics for evaluation and future planning, identifying need for financial planning and direct control of expenditure as integral part of planning and organisation. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Ensure that Batho-Pele Principles and patient rights are implemented. Ensuring proper utilisation and safe keeping of basic medical equipment. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Ensure implementation of Primary Health Care re-engineering. Ensure implementation of National Core Standards/Regulated Norms and Standards. Ensure patient care through the utilisation Primary Health Care indicators. Ensure monitoring of the facility targets for programs in the facility. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Strengthen and ensure implementation of Ideal clinic strategies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs ST Mbatha Tel No: (031) 519 0455 Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag x04, Phoenix, 4080.
<u>NOTE</u>	:	Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – www.kznhealth.gov.za . Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will only be requested from shortlisted candidate. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CNP 01/2021. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date, please regard your application as being unsuccessful. The appointment is subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance,

credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Non-RSA Citizens/ Permanent Residents, Work permit holders will be required to submit their relevant qualifications when they are shortlisted. NB: African Males are encouraged to apply.

- CLOSING DATE** : 17 November 2023
- POST 40/119** : **CLINICAL NURSE PRACTITIONER-(GRADE 1, 2) REF NO: INA CNP 04/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Benefits: 13th Cheque, Home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
- CENTRE REQUIREMENTS** : Inanda C CHC
Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health Assessment, Treatment and Care Accredited by SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Recommendations: A valid Driver's Licence (Code 08/ Code 10), Computer Literacy Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills.
- DUTIES** : Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, provide administrative services such as compiling accurate statistics for evaluation and future planning, identifying need for financial planning and direct control of expenditure as integral part of planning and organisation. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Ensure that Batho-Pele Principles and patient rights are implemented. Ensuring proper utilisation and safe keeping of basic medical equipment. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Ensure implementation of Primary Health Care re-engineering. Ensure implementation of National Core Standards/Regulated Norms and Standards. Ensure patient care through the utilisation Primary Health Care indicators. Ensure monitoring of the facility targets for programs in the facility. Ensure implementation, monitoring and evaluation of EPMDs in the operational area. Strengthen and ensure implementation of Ideal clinic strategies.
- ENQUIRIES APPLICATIONS** : Ms NN Nhlapho Tel No: (031) 519 0455
Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080.
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – www.kznhealth.gov.za. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will only be requested from shortlisted candidate. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CNP 01/2021. Failure to comply with the

above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date, please regard your application as being unsuccessful. The appointment is subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Non-RSA Citizens/ Permanent Residents, Work permit holders will be required to submit their relevant qualifications when they are shortlisted. NB: African Males are encouraged to apply.

- CLOSING DATE** : 17 November 2023
- POST 40/120** : **CLINICAL NURSE PRACTITIONER REF NO: KDC 05/2023 (X2 POSTS)**
Component: Kwadukuza Clinic
- SALARY** : Grade 1: R431 265 per annum, (Plus 8% rural allowance)
Grade 2: R528 696 per annum, (Plus 8% rural allowance)
Benefit: 13th Cheque, Home owner's allowance, and Medical aid optional
Employee must meet prescribed conditions]
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) 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, Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **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). Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, 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. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above-mentioned documents need not be attached on application but will be requested only if shortlisted). 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 counseling. 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.
- DUTIES** : 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. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. 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. 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 : Mrs R Bhagwandin-Deputy Manager Nursing Tel No: (032) 551 3686
APPLICATIONS : All applications should be forwarded to: The District Director: Human Resource, Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 or hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza 4450.

NOTE : Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated on the provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualification are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted.

CLOSING DATE : 17 November 2023

POST 40/121 : **CLINICAL NURSE PRACTITIONER – HIGH TRANSMISSION AREAS REF NO: UMP 43/2023**

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

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

<u>DUTIES</u>	:	<p>policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.</p> <p>Co-ordinate, oversee and manage delivery of comprehensive primary health care services focusing mainly prevention, case finding, linkage and retention of Key Populations to HIV and TB health services and thus assist the acceleration of activities in order to achieve 95 95 95 HAST goals. Conduct community dialogues and awareness campaign. Participate in Operation Sukuma Sakhe initiatives. Ensure safe keeping and proper utilization of basic medical equipment, pharmaceutical and surgical stock. Identify high transmission areas for HIV, TB, STIs and other communicable diseases (TVET colleges, Truck stops, correctional services establishments, taverns, brothels, factories, farms and other areas with marginalized and vulnerable populations.). Work with other government departments, civil society and other non-governmental organisations to address social determinants of health. Collaborate with other outreach teams. Assist with implementation of differentiated models of care. Work flexi hours and shifts in order to increase access of health services to key populations.</p>
<u>ENQUIRIES</u>	:	Mrs JM Ndlovu Tel No: (032) 481 4199
<u>APPLICATIONS</u>	:	Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo, 4470 or hand delivered to Umphumulo Hospital, Human Resource Department
<u>FOR ATTENTION</u>	:	Mr SM Naidoo
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	24 November 2023
<u>POST 40/122</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) – MAQUMBI CLINIC REF NO: UMP 44/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum
<u>CENTRE</u>	:	Umphumulo Hospital
<u>REQUIREMENTS</u>	:	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 will only be submitted by shortlisted candidates. Grade 1: A minimum of four (4) years appropriate/recognizable experience as a Professional Nurse. Grade 2: A minimum of fourteen (14) years appropriate/recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate/recognizable experience in maternity after obtaining the post basic qualification of Advanced Midwifery, Proof of current and previous experience endorsed by the HR department (if shortlisted). Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem-solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to

<u>DUTIES</u>	:	formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.
	:	Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the section adheres to the principles of Batho Pele. Diagnose and manage obstetric emergencies in the clinic i.e. eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods and manage or refer in accordance to hospital policy. Develop, implement, and review obstetric policies and procedures. Develop quality improvement programs for obstetrics. Conduct Perinatal Mortality reviews or meetings. Implement EPMDS and identify staff training needs. Conduct in-service education for all obstetric staff. Participate in all obstetric programs i.e. PMTCT, BBI, BFI, and RHC – reproductive health. Practice participative management by assisting with relief duties of the supervisor. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs JM Ndlovu Tel No: (032) 481 4199
	:	Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo, 4470 or hand delivered to Umphumulo Hospital, Human Resource Department
<u>FOR ATTENTION NOTE</u>	:	Mr SM Naidoo
	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship, and previous experience verifications. Failure to comply with the 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.
<u>CLOSING DATE</u>	:	24 November 2023
<u>POST 40/123</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 AND 2. REF NO: HGHD 11/2023 (X1 POST)</u> Re-advertisement
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other benefits: 8% rural allowance (claimable)
<u>CENTRE REQUIREMENTS</u>	:	Harry Gwala Health Office: Ubuhlebezwe (Ixopo Clinic)
	:	Grade 12/Standard 10/matric or equivalent: plus. Degree/Diploma in General nursing and midwifery plus 1 year post basic qualification in Primary health care. Current registration with SANC certificate for General Nursing and Primary Care Nurse. Recommendation: Valid driver's license B. Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in primary health Care. Skills, Knowledge and Competencies: Knowledge of nursing care processes and procedures, nursing

statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights, Labour Relations Act, Grievance procedures etc. Leadership, organizational, decision making and problem-solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and Budgetary knowledge. Good driving skills. Time management. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES : Provide quality comprehensive community 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. Provide assessment, testing of clients and linkage to treatment and care. Assist in orientation, induction and monitoring of all nursing staff and support staff. To provide nursing care that leads to improved health service delivery. Execute duties and functions with proficiency and perform duties according to scope of practice.

ENQUIRIES : Mrs NP Khwela Tel No: (039) 834 8200

APPLICATIONS : Applications must be directed to: Assistant Director: HRM, Harry Gwala Health District Office, Private Bag X502, Ixopo, 3276 or hand delivers to: 111 Main Street, Ixopo under KFC building, Room 99, District office , for online applications please send applications to HarrygwalaDistrictHealth.JobApp@kznhealth.gov.za.

FOR ATTENTION : Mr ZN Dotyeni

NOTE : Directions to candidates: The following documents must be submitted. The application must include only completed and signed new Z83 application form, obtainable from any Public Service Department or on the internet at www.kznhealth.gov.za and updated Curriculum Vitae detailed clearly and indicating job title/rank of previous employment as well as roles and responsibilities performed. Only shortlisted candidates will be requested to bring certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary. It is the responsibility of the candidate to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. HGHD 11/2023. Please note that due to the large number of applications received, applications will not be acknowledged. However, all shortlisted candidates will receive written responses. Due to budget constraints, the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience. The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal places of work.

CLOSING DATE : 24 November 2023

POST 40/124 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: CTH16/2022 (X1 POST)**

SALARY : R424 124 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (Employees must meet prescribed requirements)

CENTRE : Ceza-Thulasizwe District Hospital

REQUIREMENTS : Senior Certificate or (Grade 12). Degree/Diploma in Public Management or Administration, minimum of 3 years' supervisory experience in Human Resource Management, Recommendations: PERSAL and computer literacy certificate, unendorsed driver's license, experience in public health facility: Knowledge, Skills, Training and Competencies: Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, Good writing and communication Skills, Knowledge of PILLIR Framework, Decision making skills, Problem Solving Skills, Co-coordinating and liaison skills, Knowledge of EPMDS and relevant policies and procedures, Ability to

- develop policies and understanding of HR matters, including compilation of monthly reports, Knowledge of National Core Standards.
- DUTIES** : Manage all aspects human resources management and people development, Manage potential risks and mitigation strategies, Provide strategic and operational support to staff and line managers, Ensure effective, efficient and economical management of resources allocated to Human Resource Component, Manage EPMDs, Provide training, advice and guidance to staff, Compile and submit reports or any other HR related submissions, Manage audit queries, Serve as member of Hospital Management and other hospital committees, Ensure that Institutional Management and Labour Committee meetings do take place, Chair Institutional Human Resource Education and Training Meetings, Manage recruitment processes and ensure that everything is done in accordance with the laid down policies and procedures, Manage the day to day functioning of Human Resource Component.
- ENQUIRIES** : Mr SF Mdlalose Tel No: (035) 832 5001/28
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.
- FOR ATTENTION NOTE** : Mr. E.S. Mazibuko
Applications should 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 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 (CV). Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as driver's license where necessary will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, driver's license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Shortlisted candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 30 November 2023, before 16H00 on or before the closing date
- POST 40/125** : **ASSISTANT DIRECTOR: FACILITY MANAGEMENT REF NO: CTH17/2022 (X1 POST)**
- SALARY** : R424 124 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (Employees must meet prescribed requirements)
- CENTRE** : Ceza-Thulasizwe District Hospital
- REQUIREMENTS** : Senior Certificate or Grade 12, degree/diploma in Public Management or Public Administration, Minimum of 3 years supervisory experience in Systems Management. Valid driver's license, Proof of previous and current experience endorsed and stamp by HR (Certificate of Service) will only be submitted by shortlisted candidates, Letter from Supervisor certifying duties will only be submitted by shortlisted candidates. Knowledge, Training, Skills and Competences Required: Decision making skills, Problem solving skills, Leadership skills, Human Resource Management and communication skills, Financial management, Computer literacy, Change management, Planning and organizing, Labour relations, Risk management and control, Occupational Health and Safety, Quality assurance management and stress management.
- DUTIES** : Manage auxiliary service to ensure optimal usage of resources and cost effectiveness, i.e. Transport management services, Laundry services, Telecommunication services, General Registry, Potting services, Staff

residences, Catering services, Security services, Mortuary services, Patient administration and auxiliary services, Cleaning and grounds services, Maintenance services, Safety and waste management; Full implementation of monitoring and evaluation of EPMDs; Improve service delivery in line with National Core Standards; Ensure effective, efficient and economical utilization of resources; Develop and implement effective Departmental policies; Ensure compliance with legislation and government policies; Contribute as a member of the multidisciplinary team towards effective management of the hospital by participating in committees such as Institutional Management and Labour Committee, Cash Flow Committee, Adjudication Committee, Institutional Health Education, Training and Development, Health and Safety, Loss and damage.

ENQUIRIES : Mr SF Mdlalose Tel No: (035) 832 5001/28)4
APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H00 on or before the closing date.

FOR ATTENTION : Mr ES Mazibuko
NOTE : Applications should 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 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 (CV). Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as driver's license where necessary will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, driver's license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Shortlisted candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 30 November 2023

POST 40/126 : **OCCUPATIONAL THERAPIST REF NO: UMP 45/2023**

SALARY : Grade 1: R359 622 per annum
 Grade 2: R420 015 per annum
 Grade 3: R491 676 per annum

CENTRE : Umphumulo Hospital
REQUIREMENTS : Matric certificate. National diploma or degree in Occupational Therapy. Current registration as an occupational therapist with the Health Professionals Council of South Africa. Sound knowledge of occupational therapy practice and ethos. Knowledge of relevant Health and Safety Acts. Planning and organization skills. Good communication and Interpersonal skills. Ability to perform quality assurance tests. Problem solving and coaching skills. **Grade 1** Experience: Nil for South African Occupational Therapist or 1 year relevant experience, after registration as an Occupational Therapist with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. **Grade 2** Experience: 10 years appropriate experience after registration with HPCSA as an Occupational Therapist or 11 years relevant experience, after registration as a Radiographer with recognized Health Professional Council in respect of foreign qualified Occupational Therapist. **Grade 3** Experience: 20 years appropriate experience after registration with HPCSA as an Occupational Therapist or 21 years relevant experience, after

<u>DUTIES</u>	:	<p>registration as an Occupational Therapist with recognized Health Professional Council in respect of foreign qualified Occupational Therapist.</p> <p>Provide quality occupational therapy services according to patient needs, both in and out-patient. Manage all patients referred by doctors from wards and clinics. Promote good health practices and ensure optimal care of patients. Work with patient from commencement to conclusion of treatment sessions and provide follow up appointments. Attend to complaints/ compliments by patients regarding the service. Educate patients on their conditions whilst ensuring that patient's rights are upheld. Ensure adherence to Batho Pele principles and National Core Standards. Participate in on going self-education to further identify areas for development. Provide occupational therapy service to attached clinics. Provide health education and information on disability related issues to staff and community. Conduct screening and easy identification of patients presenting with development delays or motor/ sensory dysfunction. Conduct quality improvement projects within the section. Develop guidelines on issuing assistive device and ensure complete record keeping. Assist in developing and updating all written policies and procedures in line with applicable legislation.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	TJ Gumbi Tel No: (032) 481 4195
<u>FOR ATTENTION NOTE</u>	:	<p>Mr S. M. Naidoo</p> <p>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 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.</p>
<u>CLOSING DATE</u>	:	24 November 2023
<u>POST 40/127</u>	:	<u>OCCUPATIONAL THERAPIST REF NO: EGUM 46/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R359 622 – R408 201 per annum. Plus: 13th cheque/service bonus plus Rural allowance 12% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	<p>E G & Usher Memorial Hospital</p> <p>Matric/Senior certificate Degree or Diploma in Occupational Therapy. Current registration with HPCSA as an Occupational Therapist. Registration certificate with HPCSA as An Occupational Therapist. No experience required in respect of a South African citizen who required to perform community service or is currently completing community service. A minimum of one (01) year experience after registration with HPCSA as an Occupational Therapist with recognized foreign health professional council in respect of foreign qualified employees, where performing community service is not required as in South Africa. No copies/qualifications/ID/proof/Letter, only Z83 and CV submitted on application. Recommendation: Computer literacy. Valid code 8 drivers license: Knowledge, Skills, Training and Competence Required: Knowledge of the current Health and public service legislation, regulations and policies. Knowledge in the application of clinical occupational therapy theory, practice and ethics. Sound knowledge and skill in occupational therapy paediatric and</p>

general diagnostic and therapeutic procedures. Good skills and knowledge in the occupational therapy equipment and assistive devices. Good verbal and written communication and report writing skills. Good knowledge of institutional administrative tasks and duties. Good knowledge of ethical code and scope of practice.

DUTIES

: Perform all delegated clinical responsibilities within applicable legislation. To provide high quality diagnostic and therapeutic occupational therapy services according to patients needs with the ability to provide patients, caregivers, family with relevant information on occupational therapy. Manage a clinical caseload with accountability and responsibility. Ensure a comprehensive paediatric and general OT service: encompassing, treatment, caregivers training, outreach, group work, FCE, assistive device manufacture, assessment and issue of wheelchairs, manufacture of pressure garments. Mandatory participation in outreach program to Sister Hospital. Assessment and provision of treatment in the Psych unit of the hospital. Contribute to the development and implementation of quality improvement programs and awareness programs as delegated. Participate in and or/ assist with supervision, support and mentorship of students. Participate in and contribute to professional development program and teaching. Assume effective administrative responsibilities: report writing, statistics, audits, meetings, resource management. Ensure good interpersonal skills with staff, patients, and other role players in the MDT and within the institution. Assist to ensure a cost effective and efficient service with available resources. To promote and adhere to the implementation of Batho Pele principles in the execution of duties for effective service delivery. Contribute positively to the Aims and Ethos of the OT Department through all interactions, collaborations, interventions and team work.

ENQUIRIES

: Dr. N.F Mxhalisa Tel No: (039) - 797 8100

APPLICATIONS

: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Candidates are encouraged to send applications via email: EGusherMemorialHospital.JobApp@kznhealth.gov.za and no faxed applications will not be accepted.

**FOR ATTENTION
NOTE**

: Human Resource Department

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

unsuccessful. Persons with disabilities should feel free to apply for these posts.

- CLOSING DATE** : 17 November 2023 by 16H00 afternoon
- POST 40/128** : **DIETICIAN REF NO: BETH 56/2023 (X1 POST)**
- SALARY** : Grade 1: R359 622 per annum, (all –inclusive package)
Grade 2: R420 015 per annum, (all –inclusive package)
Grade 3: R491 676 per annum, (all –inclusive package)
13th Cheque, 17% rural allowance, Medical Aid Optional, Home owners/Housing Allowance (Employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : Bethesda District Hospital (KwaZulu - Natal)
Grade 12/Senior Certificate. An appropriate qualification that allow registration with HPCSA as a Dietician. Current registration with the HPCSA (2023) as a Dietician. **Grade 1:** No experience required after registration with the Health Professions Council of South Africa (HPCSA) as Dietician. **Grade 2:** A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. **Grade 3:** A minimum of twenty (20) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal skills. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solving and apply analytical processes to patient care. Supervisory skills for junior and students. Performance management skills.
- DUTIES** : Execute all dietetics duties, functions and responsibility to the best of an ability and within all applicable legislation. Manage and provide a high quality promotive and curative nutrition services according to patient needs. Give expert clinical advice and factual information of a professional nature on institutional services. Provide a consultative dietetics services to health professionals and patients. Monitor and evaluate the nutrition services to comply with the valid standards and indicators, implement Quality Assurance Programmes for overall effective services. Develop protocols to ensure that the diets comply with dietary recommendations. Make recommendations with regards to policies/strategies for effective functioning of the dietetics unit. Act as a consultant in the patient curative and rehabilitation programmers. Give expert advises on the nutrient content of food products to be purchased. Determine a policy relating to the development, provision and maintenance of comprehensive nutrition standards. Ensure an effective nutrition care yet up to standard nutrition service. Exercise control over food products to minimize wastage. Ensure effective nutrition care is delivered to patients within the hospital & out-patients. To be able to provide an after-hour services within the available resources whenever its required to do so. Fulfil Monitoring & evaluation duties of the section.
- ENQUIRIES APPLICATIONS** : Dr TC Ngwenya Tel No: (035) 595 3106
The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department or from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution

is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s) 17 November 2023

CLOSING DATE

:

POST 40/129

:

CLINICAL TECHNOLOGIST (HAEMODIALYSIS) GRADE 1, 2 & 3 REF NO: GJGM91/2023 (X1 POST)

Component: Medical Component

SALARY

:

Grade 1: R359 622 per annum

Grade 2: R420 015 per annum

Grade 3: R491 676 per annum

CENTRE

:

General Justice Gizenga Mpanza Regional Hospital

REQUIREMENTS

:

Diploma/Degree in Clinical Technology. Current Registration with the HPCSA as a Clinical Technologist. **Grade 1** Experience: None after registration with HPCSA in respect of RSA qualified employees who performed Community Service as required in SA. (One (1) year relevant experience after registration with HPCSA in clinical technology in respect to foreign qualified employees of whom it is not required to perform community service as required in SA. **Grade 2** Experience: Minimum of Ten (10) years' experience in clinical technology in respect of RSA qualified employees who performed community service as required in SA. Minimum of Eleven (11) years' experience in clinical technology in respect of foreign qualified employees of whom it is not required to perform community service in SA. **Grade 3** Experience: Minimum of Twenty (20) years experience in clinical technology in respect of RSA qualified employees who performed community service as required in SA. Minimum of Twenty One (21) years experience in clinical technology in respect of foreign qualified. Knowledge, Skills and Competencies: Sound knowledge of haemodialysis. Knowledge of general medical equipment. Good verbal and written communication skills. Interpersonal and team building skills. Ability to work under pressure and independently. Clinical skills and knowledge excellence. Client service excellence – provide optimal care and follow clinical care pathway. Ethical behaviour and practices. Leadership ability. Organisational skills. Key skills and time management.

DUTIES

:

Render quality haemodialysis service to patients. 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.

ENQUIRIES

:

Dr BD Ramjiwan (HCU Internal Medicine) Tel No: (032) 437 6263

APPLICATIONS

:

Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.

NOTE

:

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply

for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 17 November 2023
- POST 40/130** : **DENTAL THERAPIST GR1/2/3 REF NO: NSEL 28/2023**
This is a re-advertisement, those who applied previously should feel free to re-apply.
- 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: Employer subsidy (pension fund), Medical Aid subsidy (Optional), 13th Cheque, Housing Allowance (Employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Nseleni Community Health Centre (Dental Services)
Grade 12/Senior Certificate, Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dental Therapist. Certificate of Registration with the HPCSA as a Dental Therapist. Shortlisted candidates will be required to submit proof of current registration with HPCSA as a Dental Therapist (2023). **Grade 1:** No experience required after registration with the HPSCA as a Dental Therapist. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as a Dental Therapist. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as a Dental Therapist. NB: All shortlisted candidates will be required to submit proof of work experience signed and stamped by their employers prior to or on the date of interviews, those currently not in-service will be required to submit a certificate of service from their previous employer/s endorsed by HR. Knowledge of relevant Health and Safety Acts, Ability to perform basic quality assurance tests, Problem solving skills, Communication skills, Good interpersonal relations skills.
- DUTIES** : Communicate effectively with patients to obtain and evaluate their dental history and diagnose the condition. Carry out clinical examinations, Scale and polish teeth. Treat and restore deciduous teeth known as pulp therapy. Responsible for dental extractions. Take dental impressions and dental radiographs. Recognize, identify and interpret abnormalities and common pathology., Remove plaque and other coatings. Advise children and adults with special needs about their dental treatment. Motivate and educate individuals or groups of people to care for their oral hygiene and eat a healthy diet. Refer patients where necessary to other healthcare professionals. Record accurately patient's dental history and dental treatment plan.
- ENQUIRIES APPLICATIONS** : Dr SB Dube Tel No: 035 795 1124 Ext 143
All applications should be forwarded to: The Assistant Director: HRM, Nseleni Community Health Centre, Private Bag X1031, Richards Bay, 3900 or Hand delivered to: 645 Ubhejane Road, Nseleni Township between (7H30-16H00). "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 NseleniCHC.HRJobApplication@kznhealth.gov.za, due to challenges facing our Post Office prospective applicants are also highly advised to hand deliver or courier their applications instead of sending them via Post Office. Applicants may also visit any 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."
- FOR ATTENTION** : The Assistant Director: HRM

NOTE : Directions to candidates: The following documents must be submitted: Applications for employment form (the new amended Z.83 form must be used) which is obtainable from any government Department or from website – www.kznhealth.gov.za Applications must be submitted on the prescribed application for employment fully completed (Z83) form and accompanied by a detailed Curriculum Vitae (CV) only, stating applicants training, qualifications, competencies, knowledge and experience. Documents as per minimum requirements of the post will be requested from shortlisted candidates only on/before the date of interviews. The Reference Number must be indicated in 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 appointment is subject to positive outcome 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 foreign qualifications will be requested when shortlisted to submit a verification certificate from the South African Qualifications Authority (SAQA). Non-RSA Citizens/Permanent residents/work permit holders must have documentary proof and submit it when shortlisted. Due to large number of applications anticipated 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 claims will be considered for payment to candidates that are invited for interviews. NB: People with disabilities are encouraged to apply.

CLOSING DATE : 17 November 2023

POST 40/131 : **DIAGNOSTIC RADIOGRAPHER GRADE 1-3 (X3 POSTS)**
Cluster: Diagnostic Imaging Services

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: Home owners Allowance (Employee Must Meet the Prescribed Requirements), 13th Cheque, Medical Aid (Optional).

CENTRE : Harry Gwala District: Ref No: M07/2023
Zululand District: Ref No: M08/2023
ILembe District: Ref No: M09/2023

REQUIREMENTS : Grade 12/Std 10 Certificate plus National Diploma / Degree in Diagnostic Radiography plus Certificate Registration with Health Professional Council of South Africa (HPCSA) as an Independent Diagnostic Radiographer plus Current registration with HPCSA as diagnostic radiographer for 2023-2024 (Independent Practice) plus Certificate of service from previous and current employer endorsed and stamped by HR Department. **Grade 1:** No experience after registration with HPCSA in the relevant profession in Respect of RSA qualified employees who performed community service, as required in South Africa. One (01) year Experienced after registration with HPSCA in the relevant profession in respect of foreign qualified Employees, whom it is not required to perform community service as Required in South Africa. **Grade 2:** A minimum of ten (10) experiences after registration with HPCSA in the relevant Profession in respect of RSA qualified employees who performed community service, as required in South Africa. Eleven (11) years Experienced after registration with HPSCA in the relevant profession in respect of Foreign Qualified Employees, whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of twenty (20) experiences after registration with HPCSA in the relevant Profession in respect of RSA qualified employees, who performed Community Service, as required in South Africa. Twenty one (21) years of experienced after registration with HPSCA in the relevant profession In respect of foreign Qualified Employees, whom it is not, required performing Community Service as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound knowledge of diagnostic radiography procedures and equipment including computerized radiography (CR). Knowledge of

		radiographic procedures, equipment and accessories associated with relevant techniques. Sound knowledge of radiation control regulations, safety measures and policies. Knowledge of Occupational Health and Safety and other relevant Acts, policies and regulations. Knowledge of basic Quality assurance procedures in diagnostic radiography. Ability to perform and record basic quality assurance tests as per Radiation Control Directorate. Sound communication, interpersonal and problem-solving skills.
<u>DUTIES</u>	:	Provide high quality diagnostic radiographs to assist with Correct diagnosis. Provide a high-quality diagnostic service according to patient's needs, while adhering to safe radiation protection standard. Execute all clinical procedures competently with computerized radiography whilst adhering to protocols and practices and techniques. Inspect and utilize equipment professionally to ensure that they comply with safety standards. Perform quality assurance tests and procedures as agreed in the department. Participate in a 24-hour call roster system which includes nights, weekends, public holidays and standby duties. Perform reception and administrative duties as required. Provide assistance and training to junior staff and student radiographers. Promote Batho Pele principles in the daily execution of duties for effective service delivery. To contribute to overall work process in the diagnostic imaging department. Play an active role in the implementation of quality improvement Programmes, Norms and standards, and Ideal Hospital.
<u>ENQUIRIES</u>	:	Mrs JN Ngozo Tel No: (033) 395 2586
<u>APPLICATIONS</u>	:	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 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower.
<u>FOR ATTENTION</u>	:	Mr B Zungu
<u>NOTE</u>	:	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, and 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 (only 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.
<u>CLOSING DATE</u>	:	20 November 2023
<u>POST 40/132</u>	:	<u>FACILITY INFORMATION OFFICER REF NO: MONT 15/2023 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Montebello Hospital
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate. An appropriate 3-year National Diploma/Degree in Information Technology/ Management Information System/ Statistics/ Computer science. 2-3 years appropriate experience in Routine Health Information Systems/District Health Information System within the health facility. Computer Literacy (Ms. Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Co-coordinating the collection of quality data and the maintenance of the Institutional Health and Management Information Database. Analysing and interpreting data. Feeding back information through both summary and comprehensive reports. Providing advice to ward managers and heads of departments with regard to Information Technology and systems related needs e.g. Completion of standardized forms and use of clinic registers and

<u>ENQUIRIES</u>	:	IT policy related issues. Putting mechanisms in place to improve the quality of information received. Supervising and training staff.
<u>APPLICATIONS</u>	:	Mrs ZC Mzobe Tel No: (033) 506 7008
<u>FOR ATTENTION</u>	:	All applications should be forwarded to: The Chief Executive Officer, Montebello Hospital, Private Bag X506, Dalton, 3236.
<u>NOTE</u>	:	Human Resource Manager
	:	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, and 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. It would be appreciated if you can attach course certificates only applicable to the post requirements. 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.
<u>CLOSING DATE</u>	:	17 November 2023
<u>POST 40/133</u>	:	<u>HUMAN RESOURCE OFFICER- SUPERVISOR REF NO: STC 23/2023 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 per annum. Other benefits: 13th Cheque, Medical Aid (optional), Home owner allowance (subject to meeting prescribed requirements)
<u>CENTRE</u>	:	St Chads CHC (ST Chads Community Health Centre)
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent. Plus. A minimum of 3-5 experience in Human Resource Management component. Recommendations: Persal Certificates. Valid driver's license code 8/10. Certificate of service endorsed by HR is required only when shortlisted (no copies/qualifications/proof/certificate, only Z83 and CV submitted on application). Knowledge, Skill, Training and Competencies Required: Knowledge of the procedures, policies and prescripts relating to Human Resource Management. Broad knowledge of PERSAL system. Knowledge of computer software i.e MS Word, Excel, Power Point, Outlook etc. Sound management, Interpersonal, negotiation, communication (written and verbal), problem solving and supervisory skills. In depth knowledge of Human Resource Practices, EPMS and Labour Relations. Strong leadership ability.
<u>DUTIES</u>	:	Manage day to day functioning of Human Resource Practices component. Ensure the payment of all fringe benefits and allowances is done accurately. Advice management on matters relating to Human Resource Practices. Ensure effective debt management for in-service and out of service staff. Approval of transactions on PERSAL timeously. Ensure that the employment practices i.e. recruitment, selection and appointment of verification of qualifications, transfers are in accordance with the laid down policies and procedures. Formulate internal policies and procedures and ensure implementation thereof. Manage and maintain a staff record on leave, pillar, housing and other relates matters. Management of overtime and commented overtime. Prepare reports on Human Resource administration issues and statistics. Assist with Human Resource Management activities as assigned by Assistant Director: HRM. Allocate and ensure quality of work. Assess staff performance and apply discipline. Exercise direct control and supervision of staff.
<u>ENQUIRIES</u>	:	Mr M.D Mthembu Tel No: (036) 637 9600

- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370, or hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
- FOR ATTENTION NOTE** : Mr M.D Mthembu
: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.
- CLOSING DATE** : 17 November 2023
- POST 40/134** : **ADMINISTRATION CLERK SUPERVISOR (GENERAL) TRANSPORT REF NO: EGUM 43/2023 (X1 POST)**
- SALARY** : R294 321 – R334 194 per annum. Plus 13th cheque/service bonus plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : E G & Usher Memorial Hospital
: Matric/Senior certificate. 3-5 years appropriate experience in Fleet or Transport Administration (No copies/qualifications/ID/proof/Letter, only Z83 and CV submitted on application). Recommendation: Valid driver's license code 08 (B) or 10 (C1) (EC) Public Drivers Permit (PDP). Computer literacy. National Diploma or Degree in Fleet Management or Transport Logistics. Knowledge, Skills, Training and Competence Required: Knowledge and understanding of legislative frameworks that govern public sector. Ability to work under pressure and meet deadlines. Knowledge of fleet disposal and knowledge of traffic laws. Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills.
- DUTIES** : Allocate of state government vehicles to the drivers for official use. Ensure that drivers and other officials have valid driver's licence before issuing them with state vehicles. Ensure that trip inspection is performed, make sure that all state vehicles are roadworthy and ensure that all state vehicles are clean at all times. Monitor utilization of petrol cards and analyses the transaction reports from the bank and ensure that petrol cards are available and valid. Compile monthly reports, update the invoices received, register the invoices on monthly basis and complete state vehicles log-sheets. Manage performance and development of transport staff and comply with the legislative prescripts of the department. Ensure that vehicle service plan is available, all vehicle are booked on time for services and repairs without compromising the services delivery. Ensure that the institution has full and functional accident committee. Ensure that all addendums are presented at the cash flow committee meeting. Report alleged misuse and abuse of state vehicles. Implement disciplinary measures when necessary to staff conducted misconduct.
- ENQUIRIES** : Ms. P.S Mgobhozi Tel No: (039) 797 8100

- APPLICATIONS** : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Candidates are encouraged to send applications via email: [EgusherMemorialHospital.JobApp@kznhealth.gov.za](mailto:EGusherMemorialHospital.JobApp@kznhealth.gov.za) and no faxed applications will not be accepted.
- FOR ATTENTION NOTE** : Human Resource Department
: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, only shortlisted applicants will be requested to bring originals/certified copies of qualifications, Identity document and proof of registration for related council when required. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments/proof will be submitted by shortlisted candidates only). Non-RSA/Permanent Residents/Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, no S&T will be paid to candidates when attending the interviews. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
- CLOSING DATE** : 17 November 2023 @ 16H00 afternoon
- POST 40/135** : **HUMAN RESOURCE PRACTITIONER: HRD REF NO: EST/50/2023 (X1 POST)**
Re-advertisement
- SALARY** : R294 321 – R343 815 per annum. Other benefits 13th Cheque, Medical Aid (Optional) and Home owner allowance (employee must meet prescribed
- CENTRE REQUIREMENTS** : Estcourt District Hospital
: Senior Certificate – Grade 12, Degree/Diploma in Human Resources/Human Sciences/Public Administration/Public Management, 3-5 years' experience in Human Resource Development, Computer literacy- MS office (Word, Excel, Outlook and Power Point), Valid driver's licence. Knowledge, Skills and Competencies: Knowledge and understanding of Public Service Act 1994, Skills Development Act 1998, Public service regulations 1999, SQA and the NQF, Basic Conditions of Employment Act 1997 and Labour Relations Act, Good interpersonal relationship skills and good listening skills, Good communication and problem solving skills, Co-ordination and planning skills, Report writing, Team building and supervisory skills.
- DUTIES** : Ensure proper and full implementation of EPMDS. Coordinate Trainings and manage training needs analysis for the institution. Implement Grade progression to all qualifying employees. Develop, Implement and evaluate Human Resource Plan, Employment Equity Plan, and Workplace Skills Plan. Compile training statistics and QMR. Manage and processing of Improved Qualifications. Strategies and conduct projects within District: Internships, Bursaries, Work Integrated. Manage the Induction and Orientation of staff programme. Render effective advisory services to Management and

employees at the Hospital. Provide and perform secretary duties for IHETD committee and all HR Planning and Development related meeting. Check and approve transactions on PERSAL and ensure effective and efficient record keeping. Manage and maintain a database of Human Resource development and planning training programmes.

- ENQUIRES APPLICATIONS** : Mr SS Manyathi Tel No: (036) 342 7094
- FOR ATTENTION NOTE** : All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X7058, Estcourt, 3310 or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt.
Human Resource Section
Applications should be submitted on the new Z83 form obtainable from any Public Service Department or at www.kznhealth.gov.za website and should be accompanied by a CV (previous experience must be comprehensively detailed. This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply. Please note that to due financial constraints no S&T will be considered for payment to candidates that are invited for interviews.
- CLOSING DATE** : 24 November 2023
- POST 40/136** : **FINANCE CLERK SUPERVISOR REF NO: DANCHC 40/2023 (X1 POST)**
- SALARY** : R294 321 – R343 815 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met. Prescribed requirements.
- CENTRE REQUIREMENTS** : Dannhauser CHC
Grade 12 (Senior Certificate), Degree/National Diploma in Finance, Cost and Management Accounting, Taxation, Financial Management (majoring with SCM, Procurement, Costing/Accounting) and Business Management, A minimum of 3-5 years Finance Clerk experience in Budget and Expenditure, Computer Certificate (MS Word, Excel, Presentation and Outlook), Driver's license. Knowledge, Skills, Training and Competencies Required: Knowledge and understanding of Public Finance Management Service, Treasure Regulations, supply Chain management and Policies. Sound management, negotiation, interpersonal and problem solving skills. Expert knowledge and understanding of operational framework and linkage thereof within the financial system of the department. Good verbal and communication skills. Supervisory, communication and interpersonal skills. Ability to work under pressure. Ability to prioritize issues and comply with time frames.
- DUTIES** : Provide effective and efficient Revenue, Budget Expenditure Management within the institution. Render budget support services to AD: Finance. Monitor expenditure performance and prepare financial reports including cash flow reports. Ensure timeous submission of monthly, quarterly and yearly reports to District or Head Office. Ensure payments to suppliers within 30 days of receipt of invoices. Management and processing of accruals and commitments. Assist in allocating SR/NSI for CFC. Capture and authorise BAS transactions on the system. Develop, implement and monitor risk associated with or within Finance Component. Link and interpret financial and non-financial performance of the institution. Draw, analyse and interpretation of BAS and Vulindlela reports on regular basis to provide variance reasons, identify and correct misallocation. Collect CEO's Management pack reports from various units and prepare accurate report for Assistant Director: Finance. Develop and implement register for payment and other related correspondence. Clear suspense account and submit debt files to Head Office. Monitor staff through EPMDS as per policy. Better communication or liaison with HR to get all supporting documents required to clear all HR transactions. Proper segregation of duties.
- ENQUIRIES APPLICATIONS** : Mr S.C Mbense Tel No: (034) 621 6100
- FOR ATTENTION NOTE** : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za
- FOR ATTENTION NOTE** : Mrs DBP Buthelezi
Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae (only). Only shortlisted

candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are 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. Preference will be given to African male.

- CLOSING DATE** : 21 November 2023
- POST 40/137** : **PROFESSIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY - GRADE 1 REF NO: MS/31/2023 (X7 POSTS)**
- SALARY** : R293 670 per annum. Plus 13th cheque, Medical Aid (Optional) Home owner Allowance (Employee must meet prescribed requirements) Plus 12% Rural Allowance
- CENTRE** : Mseleni District Hospital KwaZulu-Natal (X1 Post)
Mduku Clinic (X2 Posts)
Mbazwana Clinic (X1 Post)
Madonela Clinic (X1 Post)
Mnqobokazi Clinic (X1 Post)
Hluhluwe Clinic (X1 Post)
- REQUIREMENTS** : Grade 12 Certificate, Diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse, Current registration with SANC as a Professional Nurse (2023). NB: No copies of qualifications/proof/certificates are to be attached; applicants submit only Z83 and CV submitted on application). The following knowledge, skills, training and competencies required: Demonstrate an in depth understanding of Nursing Legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of Nursing Care as directed by the professional scope of practice and standards determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices, Strong interpersonal communication and presentation skills, knowledge of total quality management (TQM), knowledge of national quality provincial quality initiatives (Human Right, Batho Pele principles and Patients Right Charter
- DUTIES** : Work as Multidisciplinary team to ensure good nursing care by the Nursing Team, Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Must be able to handle obstetric and paediatric emergencies and high risk conditions, to execute duties and functions with proficiency within prescript of applicable legislation, Provision of quality patient care through setting of standards, policies and procedures, To participate in quality improvement programs and clinical audits, Provide a safe, therapeutic environment as laid down by the Nursing Act, Maintain accurate and complete records according to legal requirement, Manage and supervise effective utilization of all resources e.g. Human, Financial, Materials etc. Implementation and management of infection control and prevention protocols, Ensure the implementation of saving mothers, saving babies recommendation, Ensure the implementation of the Antenatal and Postnatal policy including PMTCT, Provision of support to Nursing Services, Maintain Professional growth/ethical standards and self-development, Participate in the analysis, formulation and implementation of policies, practices and procedures, Ensure that a Healthy and Safety environment is maintained, Monitor and Control the quality of patient care, Perform quality improvement audits and survey monthly and report to senior Management, Monitor and evaluate delivery of quality care at the Hospital and Clinics, Ensure implantation of national and provincial initiatives (Patients' Rights Charter,

		Batho Pele programmes etc. Monitor and evaluate compliance to the national and provincial quality programmes EG norms and standards for the PHC and district hospital package of care, Provide advice on various aspects of quality care to the institution.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MX Ndlovu Tel No: (035) 574 1004 Assistant Director: The Human Resources Management, Mseleni Hospital, P.O. Sibhayi 3967. Hand delivered applications may be submitted at Human Resources office Mseleni Hospital
<u>NOTE</u>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department or from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (MS/31/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s)
<u>CLOSING DATE</u>	:	17 November 2023
<u>POST 40/138</u>	:	<u>PROFESSIONAL NURSE WITH MIDWIFERY (GENERAL) REF NO: EGUM 45/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R293 670 – R337 860 per annum Grade 2: R358 626 – R409 275 per annum Grade 3: R431 265 – R521 172 per annum 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	E G & Usher Memorial Hospital Matric/Senior certificate. Degree or Diploma in general nursing or equivalent qualification that allows registration with the South African Nursing Council as a registered nurse and midwifery. Current registration with SANC 2023 receipt. Registration certificate with SANC as a General Nurse and Midwifery. (No copies/qualifications/ID/proof/Letter, only Z83 and CV submitted on application). Grade 1: No experience required. Grade 2: Minimum of 10 years appropriate and recognizable experience in nursing after registration with SANC as General Nurse. Grade 3: Minimum of 20 years appropriate and recognizable experience in nursing after registration with SANC as General Nurse. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedure, nursing status and other relevant legal frameworks. Knowledge and experience of public service policies and regulations. Sound management and negotiation skills. Knowledge of labour relations. Clinical competences. Good verbal and written communication and report writing skills.
<u>DUTIES</u>	:	Provide quality comprehensive Primary Health Care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Always promoting scientific quality nursing care by functioning as a therapeutic team co-ordination between hospital and community. Conduct skills audit of the nursing personnel. Identify the nursing personnel training needs. Facilitate and

provide the training to the in-patients and out-patients nursing personnel. Assist to capacitate nursing to develop appropriate nursing care plans as per individual patient's needs. Participate in health promotion and illness prevention initiatives. Create and maintain a complete and accurate nursing record for individual health care user. Utilize human, material promotion and illness prevention initiatives. Report and communicate on the continuity of care to the caregivers and members of the health team. Develop nursing care plan as per individual patients presenting complaint. Facilitate and assist the development of procedure manual for the wards. Administer treatment plan as per doctor's prescription as per prescribed guidelines. Implementation comprehensive nursing care plan to attain quality patient care.

**ENQUIRIES
APPLICATIONS**

: Mr. M.J Mbali Tel No: (039) 797 8100
 : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Candidates are encouraged to send applications via email: EGUMemorialHospital.JobApp@kznhealth.gov.za and no faxed applications will not be accepted.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 17 November 2023 by 16H00 afternoon

POST 40/139

: **PROFESSIONAL NURSE GENERAL – OPERATING THEATRE (WITH BASIC MIDWIFERY) REF NO: GJGM92/2023 (X2 POSTS)**
 Component: Nursing Management Services

SALARY

: Grade 1: R293 670 per annum
 Grade 2: R358 626 per annum
 Grade 3: R431 265 per annum

**CENTRE
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital
 : Senior Certificate or Grade 12. Degree/Diploma in General Nursing with Midwifery. A one (1) year basic qualification in Midwifery. Registration Certificate with SANC as a General Nurse with Midwifery. Current Registration Certificate with SANC (2023). **Grade 1** Experience: NIL. **Grade 2** Experience: Minimum of 10 years appropriate recognisable experience in nursing after

registration as a Professional Nurse with SANC in General Nursing and Basic Midwifery. **Grade 3** Experience: Minimum of 20 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Basic Midwifery. Knowledge, Skills and Competencies: Knowledge of Nursing Care, Processes and Procedures, Nursing Status and other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, organizational, decision making, problem solving and interpersonal skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project management skills. Basic computer skills.

DUTIES

: Execute 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. Able to scrub and circulate for various operations. Able to recover patient post operatively. 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 Continuous Professional Development (CPD) training. Participate in the departmental quality improvement committees. Assist and supervise in CSSD.

ENQUIRIES

: Ms LV Hadebe (Assistant Nursing Manager) Tel No: (032) 437 6034

APPLICATIONS

: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.

NOTE

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

Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 17 November 2023
- POST 40/140** : **PROFESSIONAL NURSE GENERAL – NURSERY (WITH BASIC MIDWIFERY) REF NO: GJGM93/2023 (X1 POST)**
Component: Nursing Management Services
- SALARY** : Grade 1: R293 670 per annum
Grade 2: R358 626 per annum
Grade 3: R431 265 per annum
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
Senior Certificate or Grade 12. Degree/Diploma in General Nursing with Midwifery. A one (1) year basic qualification in Midwifery. Registration Certificate with SANC as a General Nurse with Midwifery. Current Registration Certificate with SANC (2023). **Grade 1:** Experience: NIL. **Grade 2:** Experience: Minimum of 10 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing with Midwifery. **Grade 3:** Experience: Minimum of 20 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing with Midwifery. Knowledge, Skills and Competencies: Knowledge of Nursing Care, Processes and Procedures, Nursing Status and other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, organizational, decision making, problem solving and interpersonal skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project management skills. Basic computer skills.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards professional/ legal framework. To plan/ organize and monitor the objectives of the specialized unit in consultation with other members. To provide a therapeutic environment for staff, patients and public. To provide a comprehensive quality nursing care as a member of the unit-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To ensure continuity of patient care on all levels i.e. work, book, and handover rounds. To liaise and communicate with multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintaining professional growth/ ethical standards and self-self-development. Ensure accurate record keeping for statistics purposes. Ensure adherence to the Principles of IPC in the unit. Manage unit in the absence of the Operation Manager. Identify, report and assist Doctors in the management of Paediatric Emergencies. To provide quality neonatal care.
- ENQUIRIES APPLICATIONS** : Matron NG Mntambo (Assistant Nurse Manager) Tel No: (032) 437 6356
Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be

accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 17 November 2023
- POST 40/141** : **PROFESSIONAL NURSE GENERAL – MENTAL HEALTH (WITH BASIC PSYCHIATRY) REF NO: GJGM94/2023 (X1 POST)**
Component: Nursing Management Service
- SALARY** : Grade 1: R293 670 per annum
Grade 2: R358 626 per annum
Grade 3: R431 265 per annum
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
Senior Certificate or Grade 12. Degree/Diploma in General Nursing with Psychiatric Nursing Science. A one (1) year Basic qualification in Psychiatry. Registration Certificate with SANC as a General Nurse with Psychiatry. Current Registration Certificate with SANC (2023). **Grade 1:** Experience: NIL. **Grade 2:** Experience: Minimum of 10 years Appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing with Psychiatric Nursing Science. **Grade 3:** Experience: Minimum of 20 years Appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing with Psychiatric Nursing Science. Knowledge, Skills and Competencies: Knowledge and insight into nursing care processes and procedures, nursing statutes and relevant legal frameworks. Knowledge of National Core Standards, Ideal Hospital Realization, Infection Prevention and Control programmes and Mental Health Care Act. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and Patients' Right Charter. Good verbal and written communication and report writing skills. Decision making, problem solving skills and conflict management skills. Ability to function as part of a team.
- DUTIES** : Execute duties and functions with proficiency within the prescripts of Applicable legislation. Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Ensure that all programs related to psychiatric nursing are implemented. Provide nursing care that leads to improved service delivery by upholding Batho Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Ensure and advocate for provision and supervision of patients needs. Maintain accurate and complete patient records according to legal requirements. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvement programmes and clinical audits to ensure good practices. Manage and

supervise effective utilization of all resources e.g. Human, Financial and material resources. Exercise control over discipline, grievance and labour relations issues. Assist with performance reviews i.e. EPMDs as well as student progress reports. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Prevention and Control standards, Occupational Health and Safety Act and prevention of medical/legal risks. Ensure the provision of accurate statistical information for data management'. Participate in implementation of the National Core Standards. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mrs M Stevens (Assistant Nurse Manager) Tel No: (032) 437 6034
APPLICATIONS : Applications should be directed to: - Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

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

CLOSING DATE : 17 November 2023

POST 40/142 : **PROFESSIONAL NURSE GENERAL (WITH MIDWIFERY) – OBSTETRICS & GYNAECOLOGY REF NO: GJGM 95/2023 (X3 POSTS)**
Component: Nursing Management Services

SALARY : Grade 1: R293 670 per annum
Grade 2: R358 626 per annum
Grade 3: R431 265 per annum

CENTRE : General Justice Gizenga Mpanza Regional Hospital
REQUIREMENTS : Senior Certificate or Grade 12. Degree/Diploma in General Nursing and Midwifery. A one (1) year basic qualification in Midwifery. Registration Certificate with SANC as a General Nurse with Midwifery. Current Registration Certificate with SANC (2023). **Grade 1:** Experience: NIL. **Grade 2:** Experience: Minimum of 10 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing with Midwifery. **Grade 3:** Experience: Minimum of 20 years appropriate recognisable experience in nursing after registration as a

Professional Nurse with SANC in General Nursing with Midwifery. Knowledge, Skills and Competencies: Knowledge of Nursing Care, Processes and Procedures, Nursing Status and other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, organizational, decision making, problem solving and interpersonal skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a Professional legal framework. Ensuring clinical nursing practice by the nursing team in accordance with the Scope of Practice and nursing standards as determined by the relevant health facility. Implement activities aimed at the improvement of women's health. Ensure high quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMA objectives, ESMOE, KINC, Helping Babies Breath (HBB) and safe Caesarian checklist. Ensure that other antenatal care programmes i.e. BANC are implemented to enhance antenatal care to all pregnant women. Ensure implementation and integration of HAST programmes in O&G departments within the facility. Ensure accurate and proper record keeping for statistic purposes. Ensure adherence to the principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates. Plan, implement, management and monitor according to identified problems. Implement plan of action in obstetric emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Able to identify, report and assist doctors in the management of obstetrics emergencies. Ensure compliance to quality, IPC, Ideal Hospital realization and maintenance (IHRM) and Norms and Standards. Promote, instill and maintain discipline, professionalism and work ethics among employees. Manage the utilization and supervision of resources. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Maintain a constructive working relationship with multidisciplinary team members.

ENQUIRIES
APPLICATIONS

: Mrs DS Khanyezi (Assistant Nurse Manager) Tel No: (032) 437 6382
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson and King Shaka Street, Stanger, 4450

NOTE

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

unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 17 November 2023
- POST 40/143** : **PRINCIPAL TELECOM OPERATOR REF NO: EGUM 44/2023 (X1 POST)**
- SALARY** : R241 485 – R281 559 per annum. Plus 13th cheque/service bonus plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE** : E G & Usher Memorial Hospital
- REQUIREMENTS** : Matric/Senior certificate. 3-5 years appropriate experience in Fleet or Transport Administration (No copies/qualifications/ID/proof/Letter, only Z83 and CV submitted on application). Recommendation: Valid driver's license code 08 (B) or 10 (C1) (EC) Public Drivers Permit (PDP). Computer literacy. National Diploma or Degree in Fleet Management or Transport Logistics. Knowledge, Skills, Training and Competence Required: Knowledge and understanding of legislative frameworks that govern public sector. Ability to work under pressure and meet deadlines. Knowledge of fleet disposal and knowledge of traffic laws. Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills.
- DUTIES** : Allocate of state government vehicles to the drivers for official use. Ensure that drivers and other officials have valid driver's licence before issuing them with state vehicles. Ensure that trip inspection is performed, make sure that all state vehicles are roadworthy and ensure that all state vehicles are clean at all times. Monitor utilization of petrol cards and analyses the transaction reports from the bank and ensure that petrol cards are available and valid. Compile monthly reports, update the invoices received, register the invoices on monthly basis and complete state vehicles log-sheets. Manage performance and development of transport staff and comply with the legislative prescripts of the department. Ensure that vehicle service plan is available, all vehicles are booked on time for services and repairs without compromising the services delivery. Ensure that the institution has full and functional accident committee. Ensure that all addendums are presented at the cash flow committee meeting. Report alleged misuse and abuse of state vehicles. Implement disciplinary measures when necessary to staff conducted misconduct.
- ENQUIRIES** : Ms PS Mgobhozi Tel No: (039) 797 8100
- APPLICATIONS** : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Candidates are encouraged to send applications via email: EgusherMemorialHospital.JobApp@kznhealth.gov.za and no faxed applications will not be accepted.
- FOR ATTENTION** : Human Resource Department
- NOTE** : The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, only shortlisted applicants will be requested to bring originals / certified copies of qualifications, Identity document and proof of registration for related council when required in the advert. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date, please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company

Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, no S&T will be paid to candidates when attending the interviews. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date, please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post. 17 November 2023 by 16H00 afternoon

- CLOSING DATE** : 17 November 2023 by 16H00 afternoon
- POST 40/144** : **PRINCIPAL TELECOM OPERATOR REF NO: DANCHC 43/2023 (X1 POST)**
- SALARY** : R241 485 – R281 559 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met.
- CENTRE REQUIREMENTS** : Dannhauser CHC
Grade 12 (Senior Certificate). Minimum of 2 years in Administrative/Clerical experience. Experience: Minimum of 2 years appropriate /recognisable experience in Administration/Clerical. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative framework governing the Public Service. Knowledge and understanding of policies and prescripts related to the field of work. Knowledge of Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Batho Pele. Verbal and written communication. Computer literacy.
- DUTIES** : Ensure that telecommunication equipment is in working order at all times. Ensure the payment of telephone accounts by staff members for private calls. Ensure that disaster management procedures are implemented. Liaise with service providers regarding telephone movement/installation of existing/ new lines in the institution. Supervise telecommunication activities and staff. Report faulty telephones. Update the department's extension list regularly. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Train and orientate newly appointed staff.
- ENQUIRIES APPLICATIONS** : Mr BN Manatha Tel No: (034) 621 6100
All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health, Private Bag X1008, Dannhauser, 3080 or hand delivery to: Dannhauser Community Health Centre, No 7 Durnacol Road, Dannhauser, 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za
- FOR ATTENTION NOTE** : Mrs DBP Buthelezi
Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae (only). Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are 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. Preference will be given to African male.
- CLOSING DATE** : 21 November 2023

<u>POST 40/145</u>	:	<u>SENIOR GENERAL ORDERLY REF NO: EGUM 55/2023 (X1 POST)</u>
<u>SALARY</u>	:	R171 537 – R199 461 per annum. Plus 13th cheque/service bonus plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	E G & Usher Memorial Hospital
	:	Basic education (below standard 8) or ABET level 4 certificate 1-2 years relevant experience. Recommendation: Computer literacy. Valid code 8 drivers license Knowledge, Skills, Training and Competence Required: Sound knowledge of scope of practice, policies and clinical protocols. Good verbal and written communication skills. Ability to work well in a multidisciplinary team. Dynamic problem solving skills and able to apply analytical processes. Knowledge of departmental administrative tasks. Supervisory skill for junior staff. Occupational Health and Safety Act.
<u>DUTIES</u>	:	To ensure effective and efficient utilization of allocated resources by monitoring the performance of the staff. Ensure that equipment is kept clean and maintained and that faults are reported. To implement quality improvement programs by monitoring and evaluating work done. To ensure hygiene; OHS and infection control standards are met to maintain safety of the patients and employees as per national core standards. To ensure the availability of adequate cleaning substances and equipment by having enough cleaning material and cleaning equipment, to keep the wards and section clean. Maintain quality standard of cleanliness in every department and wards. To supervise and allocate the duties to the general orderlies on monthly basis.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms PS Mgobhozi Tel No: (039) 797 8100
	:	Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Candidates are encouraged to send applications via email: EGusherMemorialHospital.JobApp@kznhealth.gov.za and no faxed applications will not be accepted.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Department
	:	The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za , updated and fully detailed Curriculum Vitae. In addition, only shortlisted applicants will be requested to bring originals / certified copies of qualifications, Identity document and proof of registration for related council when required in the advert. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, no S&T will be paid to candidates when attending the interviews. No copies/qualifications/ID/proof/Letter, only Z83 and CV submitted on application). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

CLOSING DATE : 10 November 2023 by 16H00 afternoon

POST 40/146 : **FOOD SERVICES AID SUPERVISOR REF NO: DANCHC 44/2023 (X1 POST)**
Re-advertisement

SALARY : R171 537 – R199 461 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met.

CENTRE REQUIREMENTS : Dannhauser CHC
Grade 10 (NQF level 3)/ ABET level 4. Minimum of 3-5 years' experience in food services. Knowledge, Skills, Training and Competencies Required: Knowledge of food preparation. Knowledge in the use of kitchen equipment. Knowledge of dietary requirements. Knowledge of Health and Safety requirements. Supervisory skills, problem and solving skills, planning and organising. Good verbal and written communication. Good customer care and interpersonal skills. Basic mathematical skills.

DUTIES : Ensure that a hygienic environment is maintained in the kitchen at all times. Ensure staff comply with health and safety measures. Ensure that staff comply with all the hygienic prescripts e.g. washing hands regularly, wear the required protective clothing etc. Ensure that food is stored correctly and disposed as per prescribed standards. Perform stocktaking of kitchen stores. Ensure that sufficient stock levels are maintained. Complete order form to procure stock. Report damaged equipment for repairs. Keep record of all account payments, and that are paid timeously. Supervise all activities in the food services, including food preparation, distribution, serving and staff supervision. Ensure that correct measures are complied with in respect of the preparation and serving of food.

ENQUIRIES APPLICATIONS : Mr B.N. Manatha: Tel No: (034) 621 6100
All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health, Private Bag X1008, Dannhauser, 3080 or hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080. Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za

FOR ATTENTION NOTE : Mrs DBP Buthelezi
Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae only. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are 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. Preference will be given to African Male.

CLOSING DATE : 21 November 2023

POST 40/147 : **ENROLLED NURSING ASSISTANT REF NO: INA ENA 02/2023**

SALARY : Grade 1: R157 761 per annum
Grade 2: R184 026 per annum
Grade 3: R216 876 per annum
Other benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements, Medical Aid (Optional)

CENTRE REQUIREMENTS : Inanda C CHC
Grade 12 or equivalent qualification. One year Nursing Assistant certificate that allows registration with South African Council (SANC). Current registration with South African Nursing Council (SANC) as a Nursing Assistant. Certificate of service endorsed by HR department will only be required from shortlisted candidates. **Grade 1:** No experience required. **Grade 2:** 10 years appropriate/recognizable experience in nursing after registration with SANC

as an Enrolled Nursing Assistant. **Grade 3:** 20 years appropriate/ recognizable experience in Nursing after registration with SANC as an Enrolled Nursing Assistant. Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedures, and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedures, grievance procedure etc. Communication skills. Planning and organizing Interpersonal relations Confidentiality.

DUTIES : Assist patients with daily living (physical care). Provide elementary clinical nursing care. Assist professional nurses with clinical procedures (i.e administering of oral medication). Maintain professional growth, ethical standards and self-development. Prepare patients for diagnostic and surgical procedures. Effective functioning within scope of practice under supervision of supervisors.

ENQUIRIES : Mrs TC Mbatha (AMN) Tel No: (031) 519 0455
APPLICATIONS : Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag x04, Phoenix, 4080.

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

CLOSING DATE : 17 November 2023

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

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

- APPLICATIONS** : Please note applications can be hand delivered to the front reception of James Exum Building or e-mailed at nchealthhr@ncpg.gov.za
- CLOSING DATE** : 17 November 2023
- NOTE** : Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. 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/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

OTHER POSTS

- POST 40/148** : **PHARMACY SUPERVISOR GRADE 1 (RESPONSIBLE PHARMACIST)**
REF NO: NCDOH 17/2023 (X1 POST)
- SALARY** : R906 540 per annum, (all-inclusive package)
- CENTRE** : Dr Arthur Letele Medical Logistic Centre, Kimberley
- REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Registration as a Responsible Pharmacist would serve as an added advantage. A minimum of 3 years' experience after registration as a Pharmacist with the SAPC. A valid B (08) driver's license is an inherent requirement. Sound knowledge of the Medicines and Related Substances Act 101 of 1965, the Pharmacy Act 53 of 1974, and the Public Finance Management Act 1 of 1999. Fully familiar with the Standards of Good Wholesale Practice (GWP) and Good Pharmacy Practice (GPP). Sound knowledge of pharmaceuticals listed in the Primary, Adult and Paediatric Hospital Levels and Tertiary/Quaternary National Essential Medicine Lists. Incumbent must demonstrate a high level of computer literacy. Excellent analytical, research, report writing and presentation skills. Ability to work in a team and under pressure.
- DUTIES** : Register as a Responsible Pharmacist of the Provincial Pharmaceutical Depot. Responsible for all compliance-related requirements regarding the Control of Medicine and Related Substances Act 101 of 1965 and the Pharmacy Act 53 of 1974. Responsible for all compliance requirements with the Medicine Control Council. Compiling, updating and training on Standard Operating Procedures. Maintenance of quality control of pharmaceutical items throughout the distribution process. Effective supervision of the pharmaceutical operations in line with statutory requirements. Effectively manage the human resources through adequate work allocation, management of training and development, leave management and effective communication through regular meetings in line with operational requirements. Effectively manage the administrative aspects relating to the depot including submission of statistics, compiling reports, record keeping, etc. regular meetings, and attendance registers. Ensure that the depot complies with the relevant legislation and adheres to Good Pharmacy/Wholesale/Distribution Practices and the Department of Health Pharmaceutical policies and procedures. Supervision & Training/ Tutoring of the Pharmacist assistants.
- ENQUIRIES** : Ms. HM Bothma Tel No: (053) 830 2700

<u>POST 40/149</u>	:	<u>PHARMACIST REF NO: NCDOH 18/2023 (X1 POST)</u>
<u>SALARY</u>	:	R768 589 – R906 540 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Dr Arthur Letele Medical Logistic Centre, Kimberley
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Appropriate/recognizable experience after registration as a Pharmacist with South African Pharmacy Council. Experience: Grade 1: None, after registration as a Pharmacist with the South African Pharmacy Council. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the South African Pharmacy Council. Grade 3: A minimum of 13 years' experience after registration as a Pharmacist with the South African Pharmacy Council. Knowledge of Provincial and National Health policies and all relevant legislation. A valid B (08) driver's licence is an inherent requirement. Sound knowledge of legislation such as National Health Act, National Drug Policy, Pharmacy Act, Medicines and Related Substance Act, Public Finance Management Act, Public Service Act and related regulations and policies; Appropriate theoretical and clinical knowledge; Medicine supply management; Computer literacy i.e. MS Word, Excel, Power point. Excellent analytical, research, report writing and presentation skills. Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Develop, review and update Pharmaceutical Policies and Pharmaceutical SOPs. Coordinate & facilitate the placement of Community Service Pharmacists; Oversee the placement of Pharmacy Interns. Facilitate payment of SAPC annual registration fees; annual pharmacy/ RP fees, tutor fees and other applicable fees. Assist with the monitoring of pharmaceutical budget/expenditure. Oversee and facilitate facility planning and infrastructure, monitoring and the compliance thereof. Report any current risks identified; mitigated or reduced impacting on the delivery of pharmaceutical services. Provide Secretarial support to the Pharmaceutical Management Forum. Coordinate pharmaceutical training and the development of pharmaceutical personnel.
<u>ENQUIRIES</u>	:	Ms JW Herbert Tel No: (053) 830 2700
<u>POST 40/150</u>	:	<u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: NCDOH 19/2023 (X1 POST)</u>
<u>SALARY</u>	:	R627 474 – R703 752 per annum
<u>CENTRE</u>	:	Metsimantsi PHC (John Taolo Gaetsewe District)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Provide quality comprehensive community health care. Provide administrative services. Provide educational services. Provision of clinical services. Usage of equipment and machinery. Research responsibility.
<u>ENQUIRIES</u>	:	Mr L Moemedi Tel No: (053) 775 1149
<u>POST 40/151</u>	:	<u>OPERATIONAL MANAGER (GENERAL NURSING) REF NO: NCDOH 20/2023 (X1 POST)</u>
<u>SALARY</u>	:	R497 193 – R645 720 per annum
<u>CENTRE</u>	:	Kuruman Hospital (John Taolo Gaetsewe District)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information

to health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain constructive working relationships with nursing and other stakeholders (i.e. inter- professional, inter -sectoral and multi- disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
Mr L Moemedi Tel No: (053) 775 1149

ENQUIRIES :

POST 40/152 :

CLINICAL NURSE PRACTITIONER REF NO: NCDOH 21/2023 (X2 POSTS)

SALARY CENTRE REQUIREMENTS :

R431 265 – R645 720 per annum
Kagiso CHC, Kamden CHC (John Taolo Gaetsewe District)
Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC (i.e R48). Experience: **Grade 1:** Minimum of 4 years' appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of 14 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing, at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty.

DUTIES :

Provide quality comprehensive community health care. Provide administrative services. Provide educational services. Provision of clinical services. Usage of equipment and machinery.

ENQUIRIES :

Mr L Moemedi Tel No: (053) 775 1149

POST 40/153 :

PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NCDOH 22/2023 (X10 POSTS)

SALARY CENTRE :

R293 670 – R543 969 per annum
Kagiso CHC (X1 Post)
Bankhara PHC (X1 Post)
Kuruman PHC (X1 Post)
Tsineng PHC (X2 Posts)
Kuruman Hospital (X3 Posts)
Tshwaragano Hospital (X1 Post)
Kagung PHC (John Taolo Gaetsewe District) (X1 Post)

REQUIREMENTS :

Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES :

Provide directional and supervision for the implementation of nursing plan (clinical practice/quality). Implementation standard practice and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing care. Maintain construction-working relationship the nursing and other stakeholder. Utilise human, material and physical resources efficiently and effectively conduct inventory of equipment.

ENQUIRIES :

Mr L Moemedi Tel No: (053) 775 1149

POST 40/154 :

EMERGENCY CARE TECHNICIAN REF NO: NCDOH 23/2023 (X1 POST)

SALARY CENTRE REQUIREMENTS :

R239 682 – R285 297 per annum
Emergency Medical Services Kgalagadi (John Taolo Gaetsewe District)
Successful completion of the Emergency Care Technician course that allows registration with the HPCSA as Emergency Care Technician. Registration with the HPCSA as Emergency Care Technician. Experience: Grade 1: None after registration with the HPCSA as an Emergency Care Technician.

DUTIES :

Effective pre – hospital emergency care service. Maintenance of emergency vehicles and equipment. Effective communication with regards to patients,

	:	colleagues, other services and members of the public. Effectively maintaining admin Function. Effective support of supervisor and training. Mr L Moemedi Tel No: (053) 775 1149
<u>ENQUIRIES</u>	:	
<u>POST 40/155</u>	:	<u>STAFF NURSE REF NO: NCDOH 24/2023 (X1 POSTS)</u>
<u>SALARY</u>	:	R199 725 – R337 860 per annum
<u>CENTRE</u>	:	Tshwaragano Hospital (John Taolo Gaetsewe District)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the SANC as Staff Nurse. Registration with SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse.
<u>DUTIES</u>	:	Assist clients with daily activities. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth /ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr L Moemedi Tel No: (053) 775 1149/55
<u>POST 40/156</u>	:	<u>EMERGENCY CARE OFFICER REF NO: NCDOH 25/2023 (X1 POST)</u>
<u>SALARY</u>	:	R169 737 – R255 087 per annum
<u>CENTRE</u>	:	Emergency Medical Services Kgalagadi (John Taolo Gaetsewe District)
<u>REQUIREMENTS</u>	:	Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant. Registration with the HPCSA as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant. Registration with the HPCSA as Ambulance Emergency Assistant (AEA). Experience: Grade 1: None after registration with the HPCSA as Basic Ambulance Assistant. Grade 3: None after registration with the HPCSA as Ambulance Emergency Assistant.
<u>DUTIES</u>	:	Effective, Quality pre- hospital Emergency Care Service. Maintenance of Emergency Vehicles and Equipment. Effective Communication with regards to patients, colleagues and other service and member of public. Effective maintaining Admin Function. Effective support of Supervisor
<u>ENQUIRIES</u>	:	Mr L Moemedi Tel No: (053) 775 1149
<u>POST 40/157</u>	:	<u>NURSING ASSISTANT REF NO: NCDOH 26/2023 (X3 POSTS)</u>
<u>SALARY</u>	:	R157 761 - R264 948 per annum
<u>CENTRE</u>	:	Kuruman PHC, Loopeng CHC, Kagisho CHC (John Taolo Gaetsewe District)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the SANC as Nursing Assistant. Registration with SANC as Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' experience after registration with the SANC as a nursing assistant. Grade 3: A minimum of 20 years of experience after registration with the SANC as Nursing Assistant.
<u>DUTIES</u>	:	Assist patients with daily activities. Provide elementary clinical nursing care. Maintain professional, ethical growth and seek self-development. Assist in management of material resources.
<u>ENQUIRIES</u>	:	Mr L Moemedi Tel No: (053) 775 1149

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

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.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 40/158 : **DEPUTY DIRECTOR: COMMUNICATIONS**
Directorate: Communications

SALARY : R 811 560 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma/Degree in Marketing/Communication/Public Relations / Advertising. Experience: Appropriate (mid to senior level) experience in communication/ and or marketing environment. Appropriate experience in reputation management through educational campaigns for a large organisation, incorporating all aspects of campaign elements. Appropriate experience with regard to culture change and change management. Inherent requirement of the job: Valid driver's licence. Competences (knowledge/skills): Ability to think strategically, recommend and implement ideas. Sound problem-solving and presentation skills. Ability to inspire and motivate towards a shared vision. Ability to handle matters of a confidential nature. Computer literacy (MS Excel, Word, PowerPoint, Outlook and social media).

DUTIES : Coordinate and facilitate the design and implementation of the communication plans, programmes and campaigns. Client management. Identify and maximise opportunities to enhance the transversal departmental reputation across internal and external stakeholders. Building the brand and reputation via public relations and issues monitoring through media liaison. Supervisory functions.

ENQUIRIES : Ms M Champion Tel No: (021) 483- 3245

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 24 November 2023

POST 40/159 : **ENGINEER PRODUCTION: GRADE A TO C**
Directorate: Infrastructure Planning

SALARY : Grade A: R795 147 per annum
Grade B: R 894 042 per annum
Grade C: R1 020 087 per annum
(A portion of the package can be structured according to the individual's personal needs) (Salary within the range will depend on years of experience in post and professional registration)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: University degree in Civil Engineering (B Eng/BSc and 3 years appropriate/recognisable post qualification engineering experienced required. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: **Grade A:** At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. BSc (Eng.). **Grade B:** At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. **Grade C:** At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). A health-sciences related post-graduate

qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings and associated civil and structural infrastructure. Proven experience with feasibility studies in terms of life cycle costing of civil engineering elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Knowledge and experience in terms of fire regulations is a recommendation. Experience in the preparation of reports, submissions and presentations in English and sound interpersonal and good verbal and written communication skills.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate civil engineering installations, undertake design work and implement corrective measures, where necessary. Oversee implementation (design and construction) and commissioning of civil engineering installations. Assist in site investigations and preparation of User Asset Management Plans. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES : Mr G Nevin, email: Graham.Nevin@westerncape.gov.za

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 24 November 2023

POST 40/160 : **OPERATIONAL MANAGER NURSING (SPECIALTY: MENTAL HEALTH)**
Chief Directorate: Metro Health Services

SALARY : R627 474 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration as a Professional Nurse with the South African Nursing Council (SANC). A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Inherent requirements of the job: Will be required to work shifts (day and night), weekends and public holidays. Will be required to do after hour hospital cover. Valid driver's licence. Competencies knowledge/skills: Basic computer literacy (MS Word, Excel and PowerPoint). Knowledge and insight of relevant legislation and policy related to nursing practices, Health Care and Quality Improvement within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : Planning, manage, co-ordinate and maintain an optimal, specialised Nursing Service as the Operational Manager in the Mental Health setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational functioning of the area. Initiate, co-ordinate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms E Linden-Mars Tel No: (021) 918-1224

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to practical test.

CLOSING DATE : 24 November 2023

POST 40/161 : **MEDICAL PHYSICIST: GRADE 1 TO 3 (5/8TH POST)**

SALARY : Grade 1: R459 258 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 2: R518 544 per annum Grade 3: R591 537 per annum Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: Grade 1: None after registration with the HPCSA as a Medical Physicist. Grade 2: A minimum of 8 years' appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: A minimum of 16 years' appropriate experience after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic radiology and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy and the ability to work under pressure and meet deadlines.</p>
<u>DUTIES</u>	<p>Active participation in the routine execution of clinically related medical physics tasks in the Department of Radiation Oncology (including LDR and HDR brachytherapy), with support to Nuclear Medicine and Diagnostic Radiology. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under-and-postgraduate teaching and training programme in the Medical Physics Department. Active participation and assistance with the research and development programme of the Medical Physics Department.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms N Joubert Tel No: (021) 404-6270/6266, E-mail: nanette.joubert@uct.ac.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p>
<u>NOTE</u>	<p>No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".</p>
<u>CLOSING DATE</u>	<p>24 November 2023</p>
<u>POST 40/162</u>	<p><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (X2 POSTS)</u> Chief Directorate: Metro Health Services</p>
<u>SALARY</u>	<p>Grade 1: R431 265 (PN-B1) per annum Grade 2: R528 696 (PN-B2) per annum</p>
<u>CENTRE</u>	<p>District Six CDC (X1 Post) Du Noon CHC (X1 Post)</p>
<u>REQUIREMENTS</u>	<p>Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to assist in the subdistrict</p>

		when necessary. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness.
<u>DUTIES</u>	:	Actively participate in the clinical management and nursing care to patients with Mental Health problems. Provide support and capacity development to PHC personnel, students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.
<u>ENQUIRIES</u>	:	Ms N Diedericks Tel No: (021) 833-5405, (District 6) / Mr R Christoffels, Tel No: (021)200 4501 (DuNoon)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council.
<u>CLOSING DATE</u>	:	24 November 2023
<u>POST 40/163</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (PLANNING AND COMMISSIONING UNIT (PCU) CO-ORDINATOR)</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma / Degree. Experience: Appropriate project or contract and theoretical management experience. Appropriate recognised/company, contract or project management experience. Inherent requirements of the job: Ability to work under pressure and available after-hours, when necessary. Sufficiently physically fit and healthy and able to walk long distances in the confines of the building and various project sites. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in the MS Word, Excel and PowerPoint applications including good presentation skills. Knowledge of the PFMA, Treasury Regulations and Contract/ Project Management. Familiar with Facilities Management processes inclusive of property leasing, managing of space, drawing up of various documents related to estates such as but not limited to memorandum of understanding or general agreements pertaining to occupation of space.
<u>DUTIES</u>	:	Familiar with Facilities Management processes inclusive of property leasing, managing of space, drawing up of various documents related to estates such as but not limited to memorandum of understanding or general agreements pertaining to occupation of space. Manage the Allocation, Audits, Architectural briefs, planning of space within the hospital Management of contracts (monitoring and evaluation) and Lease Administration. Assist with the drawing up of Memorandum of understandings and liaison with Property management and various other stakeholders as well as assist with the management of residences and halls.
<u>ENQUIRIES</u>	:	Mr V Rossouw Tel No: (021) 404-6316
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	24 November 2023
<u>POST 40/164</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (NURSING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in a hospital environment. Appropriate experience as a support clerk a Nursing Managers Office. Competencies (knowledge/skills): Computer literacy (Ms Office package) Word and Excel. Good Planning and organisational skills. Knowledge about and practical experience in NIMS (Nursing Information Management Systems). Good interpersonal skills and the ability to maintain professional relationships with clients and external service providers.

DUTIES : Effectively renders an administrative support service to the DMN. Provides secretarial support to the Deputy Manager Nursing (DMN). Rendering administrative support with regard to nursing Information Management Systems, verification of Sunday, Overtime and Night Duty Allowances. Effective and efficient utilization of all resources. Effective and efficient support to the Nursing Service Managers. Ensure and maintain professional relationships with Staff, internal and external service providers.

ENQUIRIES : Ms Q Dlwati Tel No: (021) 508-74015/E-mail address: Qamka.Dlwati@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 24 November 2023

POST 40/165 : **LINEN STORES ASSISTANT: (SUPPORT SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R125 373 per annum

CENTRE : Oral Health Centre, Tygerberg/Mitchell's Plain Platform

REQUIREMENTS : Basic literacy and numeracy skills. Experience: Appropriate experience of handling linen within a health environment. Inherent requirement of the job: Must be physically fit. Competencies (knowledge/skills): Must be able to count accurate.

DUTIES : Handling of clean, soiled, infectious, infected, fouled linen. Receiving and packing of clean linen for departments of the Institution. Mending and condemning of linen. Stock counting of linen in all departments. Support to Supervisor.

ENQUIRIES : Mr Z. Karoodien Tel No: (021) 937-3015

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted applicants will be subjected to practical test. No payments of any kind are required when applying for this post.

CLOSING DATE : 24 November 2023

DEPARTMENT OF INFRASTRUCTURE

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 : 20 November 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 40/166 : **CHIEF QUANTITY SURVEYOR: EDUCATION INFRASTRUCTURE, REF NO. DOI 127/2023**

SALARY : Grade A: R990 747 per annum, all-inclusive salary package, (OSD as prescribed).

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate B-Degree in Quantity Survey or relevant qualification; A minimum of 6 years post qualification Quantity Surveying experience required; Compulsory registration with South African Council of Quantity Surveying Professionals (SACQSP) as a professional Quantity Surveyor; A valid code B driving licence. Competencies: Knowledge of the following: Contract documentation and administration, act/regulations of Occupation Health and Safety (OHS-Act), National Building Regulations, SANS and all relevant built environment legislation; Programme/project management, research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Leadership, communication, organising and teamwork; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.

DUTIES : Quantity Surveying analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures; Coordinate quantity surveying efforts and integration across disciplines to ensure seamless integration with current technology; Maintain quantity survey operational effectiveness: Manage the execution of quantity surveying strategy through the provision of appropriate structures, systems and resources; Set quantity survey standards, specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity surveying services for the attainment of organisational objectives; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity surveying environment/services; Manage the following: The operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Commercial added value of the discipline-related programmes and projects; Facilitate the compilation of Innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management; Governance: Allocate, monitor and control resources; Compile risk logs (database) and manage significant risk according to sound risk management practise and organisational requirements provide technical specialist services for the operation of quantity surveying related matters to minimise possible risks: Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity surveying services according to organisational needs and requirements manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms T Potgieter Tel No: (021) 483 4881

POST 40/167 : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO. DOI 129/2023**

SALARY : Grade A: R795 147 - R847 221 per annum, (OSD as prescribed)
Grade B: R894 042 - R962 292 per annum, (OSD as prescribed)
Grade C: R1 020 087 - R1 197 978 per annum, (OSD as prescribed)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate Electrical 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. Competencies: Knowledge of the following: Design of Education Engineering Services (Lighting designs, power reticulation and distribution MV and LV, Power generation – PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems); Relevant Built Environment especially regarding engineering design and analysis in the construction of Education Facilities; Computer support design of building and services; Programme and project management; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation; Public sector procurement; Skills needed: Written and verbal communication; Research and development; Technical report writing; Good interpersonal relations, decision making, analytical, team leadership and financial management; Computer literacy (MS Office, Excel); Ability to work under pressure.

DUTIES

: Design and installation of electrical engineering works for education facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of electrical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; 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; Ensure thorough evaluation that planning and design by others are 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 utilization; 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

: Ms T Potgieter at (021) 483 4881

POST 40/168

: **TOWN AND REGIONAL PLANNER (PRODUCTION): MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: DOI 137/2023**
(12 Month Contract)

SALARY CENTRE REQUIREMENTS

: Grade A: R687 879 - R739 509 per annum, (OSD as prescribed).
: Department of Infrastructure, Western Cape Government
: An appropriate B-Degree in Urban/Town and Regional Planning or equivalent qualification; Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment; A minimum of 3-years post qualification Town and Regional Planning experience required; A valid Code B driving licence. Competencies: Knowledge of the following: Application of relevant legislation; Contract Administration; Programme and Project Management; Formulation of policies in a multi-disciplinary professional environment; Financial Management; Research and planning; Public service procedures; Skills needed: Interpret and apply relevant policies and procedures; Problem-solving; Sound Budgeting; Facilitation; Presentation.

- DUTIES** : Influence forward planning through the IDP and sectoral plans; Render technical support in project planning for the district area; Undertake transversal planning for region; Management of staff.
- ENQUIRIES** : Mr D Alli Tel No: (021) 483 4145

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** : 20 November 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 40/169** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (KRAAIFONTEIN AND KHAYELITSHA) REF NO: DSD 127/2023**

- SALARY** : R432 348 - R500 715 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

- ENQUIRIES** : Ms M Harris Tel No: (021) 001 2145

- POST 40/170** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (BREEDERIVER) REF NO: DSD 128/2023**

- SALARY** : R432 348 - R500 715 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic,

		assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Ms MM Arendse Tel No: (023) 348 5300
<u>POST 40/171</u>	:	<u>SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (DRAKENSTEIN) REF NO: DSD 130/2023</u>
<u>SALARY</u>	:	R432 348 - R500 715 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Ms M Arendse Tel No: (023) 348 5300
<u>POST 40/172</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (SWARTLAND AND ATLANTIS) REF NO: DSD 129/2023</u>
<u>SALARY</u>	:	Grade 1: R294 411 – R338 712 per annum (OSD as prescribed) Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed) Grade 3: R432 348 – R500 715 per annum, (OSD as prescribed) Grade 4: R530 010 – R674 325 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30

years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms I Koen Tel No: (021) 840 3500

POST 40/173 : **NURSING ASSISTANT: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 67/2022 R1**

SALARY : Grade 1: R157 761 - R175 728 per annum, (OSD as prescribed)
Grade 2: R184 026 - R205 281 per annum, (OSD as prescribed)
Grade 3: R216 876 - R264 948 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Senior Certificate (Grade 12) or equivalent qualification, plus one-year Nursing Assistant Certificate that allows registration with the South African Nursing Council (SANC); Current registration with the South African Nursing Council (SANC) as a Nursing Assistant. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation and writing skills; Ability to function as part of a team and independently; Basic interpersonal skills.

DUTIES : Assist patients with the following activities: Daily living (physical care); Maintain hygiene of patient; Provide nutrition; Mobility; Elimination processes; Provide elementary clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.

ENQUIRIES : Ms S Smith Tel No: (021) 940 8962