



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 02 OF 2024

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

- APPLICATIONS** : Independent Police Investigative Directorate, National Office, Private Bag X941, Pretoria, 0002 or hand deliver Benstra Building, 473 Stanza Bopape and Church Street, Arcadia Pretoria, 0001
- CLOSING DATE** : 02 February 2024
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct 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 form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). 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 will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which will be applicable for appointments at SMS level. Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. Note: The Independent Police Investigative Directorate reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ENCHELON

<u>POST 02/01</u>	:	<u>DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: Q9/2024/01</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive package which includes the basic salary that consists of 70% of the inclusive flexible remuneration package).
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An undergraduate qualification (NQF Level 7) in Safety, Physical Security, Security/Vetting Management and related fields. 5 Years managerial (Middle or Senior Management Services) experience in the field of Safety, Physical Security, Security Vetting Management. Driver's license Knowledge requirements: Thorough knowledge of security in the following specific fields is recommended: Physical Security, Personnel Security, Documents Security, Communication and Security Investigations. Knowledge of applicable legislation and legal mandate, (MISS), National Strategic Intelligent Act, National Vetting Strategy, (etc) able to observe human behaviour and interpret the behaviour. Vetting investigation training. Voice stress analysis or polygraph testing. Financial management training. Skills and competencies: Strategic capabilities and Leadership. Good communication skills. Financial Management Skills. Change Management skills. Client Orientation and customer focus. Problem solving and analytical skills. Service delivery. Service delivery innovation.
<u>DUTIES</u>	:	Ensure physical and personnel security in the Department: Ensure the enforcement of physical security and access control. Ensure proper safeguarding of departmental assets. Establish and maintain security registers and other records. Ensure the development and management a contingency security plan. Manage the implementation of security operating measures (e.g. access control, key control and facilitate threats and risk assessment for the employees of the department etc.) as well as investigations on security breaches. Ensure information security management in the Department: Ensure that document security systems are developed. Ensure the monitoring and coordination communication of security matters. Ensure compliance with relevant security prescripts such as MISS, Protection of Information Act etc. Ensure that information security awareness is promoted in the Department. Manage the vetting in the Department: Ensure vetting field work investigations is done. Ensure that liaison with SSA (State Security Agency) for the evaluation and issuing of clearance certificates. Ensure that uniform standards for security clearance levels are developed. E.g. conduct regular workshop on the application process for security clearance. Manage the team responsible for provision of security and work environment management services. Manage the provision of a conducive working environment service in terms of the Occupational Health and Safety Act. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation: Ensure development and reporting on the Operational Plan for the unit: Ensure that Identification and development of strategic and operational risks and response plan of the unit: Ensure that people management is effective: Ensure that inputs to the Annual Report, interim and Annual Financial Statements are provided. Ensure participation in Management Committees of the Department. Ensure and oversee effective governance and compliance pertaining to Security and work environment Management. Ensure overall compliance with SCM prescripts and reporting requirements. Communication with internal/external stakeholders as well as colleagues: Ensure that response letters, emails status reports, presentations, memos and submissions are provided. Ensure formal presentations and facilitate discussions at relevant forums/committees are done. Ensure that advice on procedural and technical related matters in respect of matters security and vetting policies and strategies to ensure compliance with regulations are provided. Manage the provision of infrastructure maintenance, refreshment, refectory, cleaning and transport services.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr V Maphalala Tel No: (012) 399 0038 Ms KE Lethole

OTHER POST

<u>POST 02/02</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: Q9/2024/03</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)

**CENTRE
REQUIREMENTS**

: National Office: Pretoria
: Degree on NQF Level 7 as recognized by SAQA, in Environmental Health/Safety Management or equivalent qualification. Registration with a professional body, either the South African Institute for Occupational Hygiene as a Technologist or the Institute for Safety Management as a Safety Coordinator. At least 2 years' relevant experience with occupational health and safety matters in an office environment at salary levels 7 or 8. Knowledge Requirements: Competent knowledge of the Occupational Health and Safety Act. Competent knowledge of the SHERQ Framework, Emergency Planning and Standard Operating Procedures. Thorough knowledge of Hazards Identification and Risk Assessment. Working knowledge of committee proceedings. Competencies Skills: Client Service Orientation. Effective communication. Commitment to Learning. Problem solving and analysis. Concern for quality and order. Computer literacy. Security management. Emotional intelligence. Team participation.

DUTIES

: Facilitate the development, reviews and implementation of the Policy on OHS and other related policies: Draft OHS Annual Plan and schedule. Draft OHS policy and send to all employees for their inputs. Develop and manage a fully sustainable health and safety program for the department: Establish and maintain fully functional health and safety committees Facilitate nomination process of H&S Representatives and committee. Ensure availability of H&S Reps in each session. Keep records of designation letters and certificates. Facilitate training of Health and Safety Reps. Schedule quarterly meetings of the Health and Safety Committees. Provide secretariat services for OHS Committees. Update the Barn owl with all incidents. Develop and implement an incident management system: Establish and maintain an incident and accident management system. Keep record and report of incident and accident management system. Provision of first aid assistance when necessary and manage register. Conduct investigation on incidents/accidents and keep records. Provide necessary forms to employees when necessary. Hazard identification and risk assessment: Develop standardized inspection checklist. Conduct Daily/Weekly/Monthly inspections. Conduct evacuation drills to ensure safety of employees. IOD Management. Communicate findings of inspections to the building owner and corrective actions to be taken. Supervise subordinates: Allocate work. Train and develop employees. Supervise maintenance and cleaning services. Liaison with building maintenance at all sites.

**ENQUIRIES
FOR ATTENTION**

: Ms KE Lethole Tel No: (012) 399 0040
: Mr S Baloyi

OFFICE OF THE CHIEF JUSTICE

- APPLICATIONS** : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
Eastern Cape Division of the High Court: Bhisho / Makhanda: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
Free State Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
Gauteng Provincial Service Centre, Johannesburg / Pretoria / Land Claims Court: Randburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
Polokwane/ Thohoyandou: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstern Street, Polokwane, 0699.
- CLOSING DATE** : 02 February 2024

MANAGEMENT ECHELON

- POST 02/03** : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2024/02/OCJ**
- SALARY** : R1 162 200 – R1 365 411 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric certificate and an appropriate Bachelor's Degree in Financial Accounting, Financial Management or equivalent qualification at NQF level 7 with 360 credits as recognized by SAQA. A Post Graduate qualification in the field of Management Accounting (NQF level 8) will be an added advantage. A valid driver's licence. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. A minimum of 6 years' experience in financial accounting of which 5 years' must be at a middle management level (Deputy Director level). Any experience working within a workplace environment that utilizes GRAP is required. Knowledge: A track record in preparation and management of financial reports. Ability to implement internal systems and controls to ensure sound Financial Accounting Management, and reporting. Knowledge and understanding of the PFMA, including experience in its application. Competencies/skills: Skills in Financial Management within a trading entity. Personal attributes: Results driven. Resourceful and highly proactive. Attention to detail. Display a professional demeanour. Assertive. Resolve conflicts decisively. Work extended hours. Work under pressure to meet deadlines. Apply honesty and Integrity in the area of work. Ability to maintain a high level of confidentiality. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.
- DUTIES** : Lead the Directorate: Financial Accounting is designing, implementing and maintaining its strategic and operation plans. Prepare financial statements according to cash accounting and GRAP accounting. Implement approved OCJ policies and operational procedures related to Financial Accounting in accordance with specific relevant legislative prescripts, in order to enhance accountability and performance. Ensure OCJ compliance reports related to financial management submitted in relation with the Treasury guidelines and

timelines and EMP201 /EMP501 and accurate returns submitted to SARS on a monthly and bi-monthly basis. Manage the Salary administration functions. Develop and manage internal control systems and managing financial management risks. Manage 100% reconciliation of general ledger towards a zero balance on the suspense accounts and accurate expenditure interface, through monthly reconciliations. Manage the entire payments and receipts sections including the reporting aspects. Drive the expansion of a modernized financial accounting section to handle the high volume of transactions, arising from increased financial activities. Engage vigorously with clients to understand their needs and to empower them. Support the CFO, Principal and other Senior Managers in the execution of their functions in terms of the Public Service and Public Finance Management Acts. Coordinate internal and external audit. Implement Annual Performance Plans, operational plans and Oversee the Audit and Risk Management processes of the Directorate.

ENQUIRIES : Technical related enquiries: Ms P Morapedi Tel No: (010) 493 2584
HR related enquiries: Mr SW Meko Tel No: (010) 493 2500

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. 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. (Only when shortlisted)

OTHER POSTS

POST 02/04 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 2024/03/OCJ**

SALARY : R811 560 – R952 485.per annum (Level 11), (All-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
: Matric Certificate and a three (3) year National Diploma / Bachelor Degree in Management Services / Work Study / Operations Management. A minimum of 3 years' experience at Assistant Director Level in the field of Organisational Development. A valid Drivers' license. Skills and competencies: Sound knowledge of the Job Evaluation system applicable to the Public Service, Knowledge of relevant legislation, regulations, policies, processes and systems, Knowledge of OFA Management services techniques, Organisational Design Principles, Change and Diversity management, Batho Pele Principles. Customer focus and responsiveness, Problem solving skills, Project management skills, Interviewing skills, Analytical skills, Report writing skills, Presentation skills, Planning and organizing skills, Computer literacy, (OrgPlus, Word, PowerPoint, Excel, Visio).

DUTIES : Develop, manage and maintain sound and effective, Organisational structures in alignment with the strategic objectives of the Department. Develop Job Profiles and Job Descriptions in line with the Departmental structure, Analyse and grade jobs according to the Public Service Job Evaluation system, Facilitate and coordinate Change and Diversity Management in the Department, Manage the Sub Directorate.

ENQUIRIES : Technical related enquiries: Ms LP Mpe Tel No: (010) 493 2500
HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals

POST 02/05 : **LAW RESEARCHER REF NO: 2024/04/OCJ**

SALARY : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Eastern Cape Division of The High Court: Makhanda
: Matric Certificate and an LLB Degree or a four (4) year Legal qualification as recognised by SAQA. A minimum of two (2) years' legal experience obtained after qualification. A minimum of three (3) years legal research experience and completed articles will be an added advantaged. Knowledge of Electronic Information Resources and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and competencies: Excellent research and analytical skills. Report writing and editing skills (written and verbal) Problem analysis, solving and planning skills. Computer literacy (MS Word) Project Management, including planning and organizing ability. Ability to integrate knowledge from diverse

<u>DUTIES</u>	:	sources. Accuracy and attention to detail. Interpersonal skills. Ability to work under pressure. Time management skills. Creative and analytical skills.
	:	Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge. Read all relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the Judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgements, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes so that the Judge can accept or decline any proposed changes. Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence. Performing any court related work requested to improve the efficiency of the court.
<u>ENQUIRIES</u>	:	Technical Related Enquiries Ms. L Frazer Tel No: (046) 603 5007 HR Related Enquiries Mr. S Mponzo Tel No: (043) 726 5217
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 02/06</u>	:	<u>ASSISTANT DIRECTOR: SECURITY REF NO: 2024/05/OCJ</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Provincial Service Centre
<u>REQUIREMENTS</u>	:	Matric Certificate plus a Bachelor's Degree / National Diploma in Security Management and or Risk Management at 360 credits as recognised by SAQA. Grade A State Security Agency Course. A minimum of three (3) years' working experience in a security environment. A valid driver's license. Computer literacy (MS Office). Good communication skills (written and verbal). Good people skills/interpersonal relations. General office and project management skills. Planning and organisation skills. Exceptional report writing skills. Problem solving skills. Ability to work independently and meet deadlines.
<u>DUTIES</u>	:	Assist in the management of the total security function (personnel, document, physical assets, contingency planning and security planning) of the Office of the Chief Justice and linked institutions. Implement the OCJ's Security and Risk Management policies. Development and implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Interaction with security-related and relevant authorities including government departments (State Security Agency, Comsec, DOJCD, etc.). Manage the private security service provider and ensure compliance with the applicable service level agreement(s). Facilitate internal and external audits and ensure that the office is ready with regard to security and risk management matters.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. L.J Kolosa Tel No: (051) 492 4523 HR Related Enquiries: Ms N. De la Rey Tel No: (051) 492 4523
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 02/07</u>	:	<u>JUDGE'S SECRETARY REF NO: 2024/06/OCJ</u> (3-Year Contract)
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division High Court: Pretoria
<u>REQUIREMENTS</u>	:	Matric Certificate One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test.
<u>DUTIES</u>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to

date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved *via* e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance or service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaves in the Judges library are attended to. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

- ENQUIRIES** : Technical enquiries: Ms M Campbell Tel No: (012) 492 6799
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.
- POST 02/08** : **JUDGE'S SECRETARIES REF NO: 2024/07/OCJ (X2 POSTS)**
(3-Year Contract)
- SALARY** : R294 321 – R343 815 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division High Court: Johannesburg
- REQUIREMENTS** : Matric certificate, One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved *via* e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the

Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance or service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaves in the Judges library are attended to. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

ENQUIRIES

: Technical enquiries: Ms S Kajee Tel No: (010) 494 8589
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE

: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 02/09

: **JUDGES SECRETARY REF NO: 2024/08/OCJ**

SALARY

: R294 321 – R343 815 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE

: Eastern Cape Division of The High Court: Bhisho

REQUIREMENTS

: Matric Certificate One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test Skills and competencies: Proficiency in English. Good Communication Skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (Ms Word) and research capabilities.

DUTIES

: Typing (or formatting) of draft memorandum decisions, opinions or Judgement entries written by or assigned by the Judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgements and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform 76 digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgement entry release, return case file to the registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclose statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as procedures and guidelines.

ENQUIRIES

: Technical Related Enquiries Mr L Ceza Tel No: (040) 608 7700
HR Related Enquiries Mr. S Mponzo Tel No: (043) 726 5217

NOTE

: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 02/10 : **LIBRARIAN SENIOR REF NO: 2024/09/OCJ**

SALARY : R294 321 – R343 815 per annum (Level 07). The successful candidate will be required to sign performance agreement.

CENTRE : Land Claims Court: Randburg

REQUIREMENTS : Matric certificate and a three (3) year National Diploma / Degree in Library Science, Information Science or related equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' relevant experience in library and information systems. Knowledge of library prescripts, legislation, procedures and processes. Experience in a legal/law library will serve as an added advantage. Skills and Competencies: Research and analytical skills; Communication skills (written and verbal); Computer literacy (MS Office); Ability to access and utilize computer research programs; Planning and organizing; Accuracy and attention to detail; Interpersonal skills; Problem solving skills; Ability to work under pressure; Ability to work independently; Language proficiency.

DUTIES : Render support services which provides information to clients in line with Batho Pele Principles, by making information accessible through technology i.e. printed publications as well as electronic publications, managing information, organizing, retrieving, storing, and disseminating information sources. Updating loose leaf publication and storing and retrieving judgements in printed as well as electronic format performing any related duties required for the efficient functioning of the office.

ENQUIRIES : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 5392
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 02/11 : **ADMINISTRATIVE CLERK (LEGAL) REF NO: 2024/10/OCJ**

SALARY : R202 233 - R235 611 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Service Centre: Gauteng

REQUIREMENTS : Matric Certificate or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) - two (2) years' experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy. Financial, asset and supply chain management, understanding of facilities and security management, leadership capabilities.

DUTIES : Conduct Legal Research for the Regional Court President/Chief Magistrate. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar.

ENQUIRIES : Technical enquiries: Ms D Makgaka Tel No: (010) 494 8459
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

TVET LEARNERSHIP PROGRAMME FOR 2024/2025 (18 MONTHS)

NOTE : The Office of the Chief Justice would like to invite qualifying TVET graduate to apply to participate in a Work Integrated Learning programme (TVET graduates) in the 2023/2024 financial year. Applicants must have obtained a N6 certificate from a Public TVET college as their highest qualification at entry. Applicants must be an unemployed graduate and never participated in an internship programme previously, aged between 18–35 years and must be a South African Citizen. Office of the Chief Justice is an equal opportunity employer. Persons with Disabilities are encouraged to participate. OCJ will give preference to candidates in line with the departmental Employment Equity goals.

OTHER POSTS

- POST 02/12** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT/ADMINISTRATION REF NO: TVE/01/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R4 500 per month
: Polokwane High Court
: N6 in Public Management /Administration and Office Administration
: Technical enquiries/HR related enquiries: Ms F Mathobela Tel No: (015) 495 1758
- POST 02/13** : **TVET LEARNERSHIP: FINANCIAL MANAGEMENT REF NO: TVE/02/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R4 500 per month
: National Office: Midrand
: N6 In Financial Management /Accounting, Cost and Management Accounting.
: Technical enquiries: Mr M Mbele Tel No: (010) 493 2538
: HR related enquiries: Ms A Nthompe Tel No: (010) 493 2689
- POST 02/14** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/03/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R4 500 per month
: Thohoyandou High Court
: N6 in Public Management / Administration and Office Administration
: Technical enquiries/HR related enquiries: Ms F Mathobela Tel No: (015) 495 1758
- POST 02/15** : **TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT REF NO: TVE/04/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R4 500 per month
: East London (Provincial Services Centre)
: N6 in Human Resource Management
: Technical enquiries/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 02/16** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/05/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R4 500 per month
: East London Provincial Services Centre
: N6 in Public Management / Administration and Office Administration
: Technical enquiries/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 02/17** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/06/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R4 500 per month
: High Court, Makhanda
: N6 in Public Management / Administration and Office Administration
: Technical enquiries/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 02/18** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/07/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R4 500 per month
: National Office
: N6 in Public Management / Administration and Office Administration
: Technical enquiries: Mr M Mbele Tel No: (010) 493 2538
: HR related enquiries: Ms A Nthompe Tel No: (010) 493 2689

- POST 02/19** : **TVET LEARNERSHIP: FINANCIAL MANAGEMENT REF NO: TVE/08/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND** : R4 500 per month
CENTRE : Gauteng Provincial Service Centre
REQUIREMENTS : N6 in Financial Management, specializing in Accounting, Cost and Management Accounting as well as Entrepreneurship & Business Management.
- ENQUIRIES** : Technical enquiries/HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 02/20** : **TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT REF NO: TVE/09/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND** : R4 500 per month
CENTRE : Gauteng Provincial Services Centre
REQUIREMENTS : N6 in Human Resource Management, specializing in Personnel Management as well as Entrepreneurship & Business Management.
- ENQUIRIES** : Technical enquiries/HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the mumeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2 nd Floor Pencardia 1 Building
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>CLOSING DATE</u>	:	09 February 2024
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

<u>POST 02/21</u>	:	<u>ASSISTANT DIRECTOR: ANTHROPOLOGICAL & GENEALOGICAL SERVICES RESEACHER REF NO: 2024/01</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree or equivalent qualification in Anthropology/Political Studies/Public Administration/Public Policy and any other relevant qualification at NQF level 7 plus a minimum of 3 years relevant experience in conducting social science research for public or private sector institutions. Experience in the use of social science research software packages for data analysis (e.g. SPSS, Stata and R, Nvivo). A valid driver's licence. Core competencies: Project Management; Problem solving and analysis; Planning and organising; Client orientation and customer focus; Research and analytical thinking; and Communication (Verbal and written). Technical competencies: Anthropological or historical research skills; report writing, knowledge and ability to qualitative and quantitative research, presentation skills and computer literacy. A relevant postgraduate degree or research experience on matters related to traditional and Khoi-San leadership and communities will serve as an advantage.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Facilitate the development and review of the Traditional Affairs Research Agenda. Conduct research on issues related to the traditional affairs sector (traditional and Khoi-San communities and leadership) using among others social science research software packages for data analysis. Produce and present research reports to internal and external stakeholders. Write short study-briefs for non-research audiences. Facilitate and monitor implementation of the research recommendations by various stakeholders.
<u>ENQUIRIES</u>	:	Ms W Khuzwayo Tel No: (012) 336 5835

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 02/22** : **MEDICAL SPECIALIST GRADE 1-3 REF NO: HRM 1/24 (X3 POSTS)**
Directorate: Clinical
- 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 019 927 per annum
- CENTRE REQUIREMENTS** : Sterkfontein Hospital
Grade 1: FCPsych (SA) and/or MMed (Psychiatry) and registration with the HPCSA as Medical Specialist. **Grade 2:** additional 5 years since registration as a specialist. **Grade 3:** additional 10 years since registration as a specialist. The post is a joint appointment of the Gauteng Department of Health and the University of the Witwatersrand Department of Psychiatry.
- DUTIES** : Include Clinical Service Delivery: Assess, treat monitor mental health care users in line with the Mental Health Care Act No 17 of 2002. Participate in forensic psychiatric work (forensic assessments in terms of section 79 of Criminal Procedure Act as well as the management of state patients. Prepare psychiatric and medico-legal reports as required. Lead a multidisciplinary team to ensure a holistic approach to patient care. Liaise with Department of Justice. Teaching and training: Supervision, teaching and assessment of postgraduate and undergraduate students. This includes registrars, medical officers, medical students, psychology interns, occupational therapy students and others. Participate in the academic programmes at Sterkfontein Hospital including those scheduled by Wits University. Train and teach hospital staff when requested. Administrative and managerial: Partake in clinical audits. Provide input to management where appropriate. Perform clinical and forensic related administration task. Membership of and participation in relevant committees. Research: Actively participate and promote the research programme. Supervision and examination of MMeds.
- ENQUIRIES APPLICATIONS** : Dr. TAS Melapi Tel No: (011) 951 2117 or Tel No: (011) 956 2221
Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Applications must be submitted on fully completed new format Z83 (81/971431), fully completed CV. The department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by occupational health and safety act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 02 February 2024 by time: 12H00
- POST 02/23** : **MEDICAL SPECIALIST GRADE 1/2/3 REF NO: CHBAH 768 (X1 POST)**
Directorate: Surgery (Trauma Surgery)
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum, (all-inclusive package)
Grade 2: R1 386 069 – R1 469 883 per annum, (all-inclusive package)
Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive package)
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital (CHBAH)
Appropriate qualification that allows registration with HPCSA as a Medical Specialist Full registration with the HPCSA as a Specialist Surgeon (General Surgery) and Certificate in Trauma Surgery. For **Grade 1:** 0- 5 years' experience as Medical Specialist. **Grade 2:** 5-10 years' experience as Medical Specialist. **Grade 3:** 10- 15 years' experience as Medicals Specialist. Current HPCSA registration for 2023/2024. Desire to train in the Subspecialty of Trauma Surgery (declaration of interest in Trauma Surgery and Critical Care is

DUTIES

crucial). The following would be an advantage: Knowledge of legislation, policies, and procedures about healthcare users in the public sector.

: To perform Clinical, Teaching, and Research responsibilities as required by an academic surgical unit. Clinical duties: Clinical history taking, examination, and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Communicate effectively with colleagues. Ensure proper keeping of records. Perform any other duties relevant to the clinical management of patients as required by the hospital you are rotating through. Performance of diagnostics and therapeutic surgical procedures in the field of Trauma surgery. Ability and willingness to perform 24 hours on calls per month on the premises. Supervising the management of and managing Priority 1 patients' resuscitations, guiding junior staff in resuscitation and Trauma and Emergency Unit. Daily ICU and ward rounds. 24-hour calls on the premises to give guidance and help with emergency surgery. Teaching ward rounds through the teaching hospital affiliated to the University of the Witwatersrand, Johannesburg.

**ENQUIRIES
APPLICATIONS**

: Dr R Pretorius Tel No: (011) 933 9267 or Prof Smith Tel No: (011) 933 9267
: 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) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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). HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. 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 apply.

CLOSING DATE

: 02 February 2024

POST 02/24

: **MEDICAL SPECIALIST GRADE 1/2/3 REF NO: CHBAH 769 (X 1 POST)**
Directorate: Surgery (Acute Care Surgery Unit)

SALARY

: Grade 1: R1 214 805 – R1 288 095 per annum, (all-inclusive package)
Grade 2: R1 386 069 – R1 469 883 per annum, (all-inclusive package)
Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive package)

**CENTRE
REQUIREMENTS**

: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Surgery. Current FCS (SA) specialist registration with the CMSA. Ability to manage a team of junior and senior doctors. **For Grade 1:** 0- 5 years' experience as Medical Specialist. **Grade 2:** 5-10 years' experience as Medical Specialist. **Grade 3:** 10- 15 years' experience as Medicals Specialist. Current

HPCSA registration for 2023/2024. Exposure in the public sector would be an added advantage. Ability to establish excellent working relationships within the surgical department, other specialties, allied and nursing staff. Capacity to manage change, both within the ACS team and within the emergency unit/theatre/ward/high dependency unit continuum. Aptitude for increasing the "footprint" of the ACS service across the CHBAH hospital cluster. Surgical skillset to manage emergency general surgery patients, including laparoscopic skills and surgical critical care patients in a high dependency unit. Good leadership skills, communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently, under pressure, beyond normal working hours and work within a diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. A valid driver's license.

DUTIES

: supervising the management of, managing ACS patients in emergency unit, ICU, high dependency unit and ward; performing, and supervising appropriate surgical operations. Candidate must be comfortable managing emergency theatre booking lists, doing traditional surgical calls, training and supervising of medical students, interns, medical officers, registrars. Undergraduate teaching ward rounds and theatre sessions at Bheki Mlangeni District Hospital, engaging with surgical staff and management at cluster hospitals. Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital. Administrative duties within the ACS unit. Coordinating logistics and obtaining equipment and pharmaceuticals. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research; as well as to enhance continuing professional development. Perform duties assigned by the Head of Unit of ACS and Head of Department of Surgery. Maintain quality assurance standards and other departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by Head of Unit. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.)

ENQUIRIES

: Dr C Pothas Tel No: (011) 933 9267/8804

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) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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). HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. 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 apply.

CLOSING DATE : 02 February 2024

POST 02/25 : **MEDICAL SPECIALIST GRADE 1/2/3 REF NO: CHBAH 770 (X1 POST)**
Directorate: Surgery (Colorectal Surgery (Unit 3)

SALARY : Grade 1: R1 214 805 – R1 288 095 per annum, (all-inclusive package)
Grade 2: R1 386 069 – R1 469 883 per annum, (all-inclusive package)
Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Surgery. Current FCS (SA) specialist registration with the HPCSA. Exposure working in colorectal academic surgery will be added advantage. CMSA certificate in lower surgical gastroenterology would be an advantage. **For Grade 1:** 0- 5 years' experience as Medical Specialist. **Grade 2:** 5-10 years' experience as Medical Specialist. **Grade 3:** 10- 15 years' experience as Medical Specialist. Current HPCSA registration for 2023/2024. Subspecialist level colorectal surgery and colorectal endoscopic skillset. General surgery skillset required to manage emergency general surgery patients. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anesthetic team, theatre unit nursing team, and ward nursing team. Capacity to manage change both within the Colorectal Unit and within the emergency unit/theatre/ward continuum. Aptitude for increasing the footprint of colorectal service across the CHBAH hospital cluster. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours. Candidate must be willing to work with a diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. Exposure working in the public sector would be an advantage.

DUTIES : Supervising the management of colorectal and general surgery patients both in the elective and emergency setting. Supervising ICU, high dependency unit, and ward patients. Performing, and supervising appropriate surgical operations. Managing emergency and elective theatre bookings. General Surgery after hour calls for colorectal and general surgery. Weekend after hour cover of colorectal surgery patients. Training of interns, medical officers, registrars, and colorectal fellows. Undergraduate teaching, including academic ward rounds and theatre teaching sessions. Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital. Provision of undergraduate and postgraduate medical student teaching. Provision of supervision and training of Surgical Registrars and Fellows in Colorectal and General Surgery. Administrative duties within the General Surgery department and colorectal surgery unit. Foster and co-ordinate a multidisciplinary approach to the management of colorectal patients. Coordinating logistics and obtaining equipment and pharmaceuticals. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

ENQUIRIES : Prof M.Smith Tel No: (011) 933 9267/8804
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.

<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) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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). HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. 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 apply.
<u>CLOSING DATE</u>	:	02 February 2024
<u>POST 02/26</u>	:	<u>MEDICAL SPECIALIST GRADE 1/2/3 REF NO: CHBAH 771 (X1 POST)</u> Directorate: Paediatrics Surgery
<u>SALARY</u>	:	Grade 1: R1 214 805 – R1 288 095 per annum, (all-inclusive package) Grade 2: R1 386 069 – R1 469 883 per annum, (all-inclusive package) Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH) Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and current registration. For Grade 1: 0- 5 years' experience as Medical Specialist. Grade 2: 5-10 years' experience as Medical Specialist. Grade 3: 10- 15 years' experience as Medicals Specialist. Current HPCSA registration for 2023/2024.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr KM Mustafa Tel No: (011) 933 0268 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) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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). HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualify. 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 apply.
- CLOSING DATE** : 02 February 2024
- POST 02/27** : **MEDICAL SPECIALIST ANAESTHESIOLOGY GRADE 1 – 3 REF NO: REFS/019621 (X2 POSTS)**
Directorate: Anaesthesiology
- SALARY** : Grade 1: R1 214 805 per annum, (all-inclusive remuneration package), plus commuted overtime
Grade 2: R1 386 069 per annum, (all-inclusive remuneration package), plus commuted overtime
Grade 3: R1 605 330 per annum (all-inclusive remuneration package), plus commuted overtime
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
: MBChB & MMed degree or a relevant postgraduate qualification in Anaesthesiology and current registration with the HPCSA as a Specialist in Anaesthesiology. **Grade 1:** no experience required after registration with the HPCSA, as Medical Specialist in a normal Speciality. **Grade 2:** A minimum of 5 (Five) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality and **Grade 3:** A minimum of Ten (10) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality Form part of the after-hours specialist cover for the Anaesthesiology Department. Be prepared to provide a 24hr clinical service. Must have a strong record of clinical governance; clinical expertise; research and experience of supervision, training and teaching at both under- and post-graduate levels. Publication record will be an added advantage. Must have good interpersonal, leadership, administrative, communication, analytical and problem-solving skills.
- DUTIES** : Ensure effective and efficient clinical service delivery within the domain of the central hospital as well as at other cluster hospitals. Support, teach and examine pre-graduate and post-graduate students in the appropriate aspects of Clinical Unit. Initiate and participate in research activities and publications in accordance with the School of Medicine plans. Manage and perform required administrative and academic duties in support of and coordinated with the Head of Department.
- ENQUIRIES** : Prof H Kluyts Tel No: (012) 521 4089

- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 02 February 2024. Closing time will be 12h00 on the closing date.
- POST 02/28** : **MEDICAL SPECIALIST PAEDIATRICS AND CHILD HEALTH GRADE 1 – 3**
REF NO: REFS/019622 (X1 POST)
Directorate: Paediatrics and Child Health
- SALARY** : Grade 1: R1 214 805 per annum, (all-inclusive remuneration package), plus commuted overtime
Grade 2: R1 386 069 per annum, (all-inclusive remuneration package), plus commuted overtime
Grade 3: R1 605 330 per annum, (all-inclusive remuneration package), plus commuted overtime
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and current registration. **Grade 1:** None experience after registration with HPCSA as a Medical Specialist in a normal specialty. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal specialty. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal specialty.
- DUTIES** : Responsibilities will include full time clinical service provision including after hours (weekend and public holidays). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students and participation in the academic program. Reporting to HOU on service delivery, Clinical audits and where necessary quality improvement plans.
- ENQUIRIES APPLICATIONS** : Dr. MC Holm Tel No: (012) 529 3880
Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 02 February 2024. Closing time will be 12h00 on the closing date.

POST 02/29 : **MEDICAL SPECIALIST CLINICAL PHARMACOLOGY GRADE 1-3 REF NO: REFS/019613 (X1 POST)**
Directorate: Clinical Pharmacology

SALARY : Grade 1: R1 214 805 per annum, (all-inclusive remuneration package), plus commuted overtime
Grade 2: R1 386 069 per annum, (all-inclusive remuneration package), plus commuted overtime
Grade 3: R1 605 330 per annum, (all-inclusive remuneration package), plus commuted overtime

CENTRE REQUIREMENTS : Dr. George Mukhari Academic Hospital
: MBChB degree or equivalent, MMed (Clinical Pharmacology) and Fellowship with the Colleges of Medicine in Clinical Pharmacology (FCclin Pharm). Registration as a specialist in Clinical Pharmacology with the Health Professions Council of South Africa (HPCSA). **Grade 1:** No experience required after registration with the HPCSA, as Medical Specialist in a normal Speciality. **Grade 2:** A minimum of 5 (Five) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality and **Grade 3:** A minimum of Ten (10) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality. Any additional specialist qualification, post-graduate diploma, other post-graduate qualification, as well as teaching and research experience will be an advantage. Publication of research papers, review articles and other scholarly papers will be a distinct advantage.

DUTIES : Overall supervision, management and training of medical registrars in Clinical Pharmacology. Management of both in-patients and out-patients. Ensuring that there are protocols for the management of common medical conditions and that there is compliance to protocols and guidelines. Promote and participate in outreach programs in the community and the feeder institutions. Ensure quality assurance programs with respect to improving clinical outcomes and managing risks that are in place. To render clinical pharmacology services to the hospital where relevant, advise on management of patients and assist in prescribing in special groups (paediatrics, pregnancy, elderly, genetically predisposed, critically ill). Advise on drug policy and critically evaluate new drugs, render therapeutic service in assisting in the providing of a therapeutic drug monitoring service (TDM, by interpreting clinical significance of drug levels reported, monitor adverse drug effects (including toxicology and poisoning), monitor drug interaction, assist with clinical matters in Pharmacy, assist and take part in departmental clinical discussions, monitor antibiotic use and be part of antimicrobial stewardship program and attend Pharmacy and Therapeutic committee, and Ethics Committee. The incumbent will be involved in training the registrars who specialise in Clinical Pharmacology and teaching basic and clinical pharmacology program for both under-and postgraduate students and will take part in research programmes of the department.

ENQUIRIES APPLICATIONS : Prof E Osuch Tel No: (012) 521 4145
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria

NOTE

0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 02 February 2024. Closing time will be 12h00 on the closing date.

POST 02/30

: **MEDICAL SPECIALIST: PSYCHIATRY GRADE 1 – 3 REF NO: REFS/019614 (X2 POSTS)**
Directorate: Psychiatry

SALARY

: Grade 1: R1 214 805 per annum, (all-inclusive remuneration package), plus commuted overtime
Grade 2: R1 386 069 per annum, (all-inclusive remuneration package), plus commuted overtime
Grade 3: R1 605 330 per annum, (all-inclusive remuneration package), plus commuted overtime

CENTRE REQUIREMENTS

: Dr George Mukhari Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in a normal specialty. **Grade 1:** No experience after registration with the HPCSA as Medical Specialist in a normal Speciality. **Grade 2:** A minimum of 5 (Five) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality. **Grade 3:** A minimum of 10 (Ten) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality. Registration as a Medical Specialist with the HPCSA in the category- Public/Independent practice and current annual registration with HPCSA. Sound knowledge and skills in Psychiatry. Ability to work in a multi-disciplinary team. Knowledge of Legislation, Policies and Procedures pertaining to Mental Health Care Users.

DUTIES

: Provision of Care, treatment and rehabilitation to Mental Health Care Users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other General Psychiatric work as needed. In the Forensic Unit: to conduct Mental observations in terms of the Criminal Procedure Act (No 51 of 1977); care, treatment and rehabilitation of State Patients in terms of the Mental Health Care Act (No 17 of 2002); involvement in other Forensic Psychiatry work as needed. Teaching and training of Medical Students, Medical Officers and Psychiatric Registrars, as well as other personnel (e.g. Nurses, etc.). To stimulate, assist with and conduct research in the field of Psychiatry. To Supervise and Manage Junior Staff, which would include disciplinary responsibilities if and when necessary. Administrative duties. Active participation in Hospital Committees. To assist with the development of Policies and Protocols of the Hospital. Active participation in quality improvement programs including Clinical Audits, morbidity and mortality meetings and continuous Professional Development activities. To liaise with external stakeholders when appropriate. To always maintain Professional and Ethical Conduct.

- ENQUIRIES APPLICATIONS** : Dr K.Matea Tel No: (012) 529 3203
 : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 02 February 2024. Closing time will be 12h00 on the closing date.
- POST 02/31** : **MEDICAL SPECIALIST INTERNAL MEDICINE GRADE 1 – 3 REF NO REFS/019615 (1 POST)**
 Directorate: Internal Medicine
- SALARY** : Grade 1: R1 214 805 per annum, (all-inclusive remuneration package), plus commuted overtime
 Grade 2: R1 386 069 per annum, (all-inclusive remuneration package), plus commuted overtime
 Grade 3: R1 605 330 per annum, (all-inclusive remuneration package), plus commuted overtime
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
 : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and current registration. **Grade1:** None experience after registration with HPCSA as a Medical Specialist in a normal specialty. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal specialty. **Grade3:** A minimum of 10 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal specialty.
- DUTIES** : Co-ordination of Internal Medicine Services in General Medicine and/or Subspecialty. Clinical comprehensive patient care, supervise registrars in Internal Medicine, MOs, Interns and Students, conduct ward rounds, OPD work, Intra-and Interdisciplinary consultations and other Health facilities. Outreach - to Level 1 and 2 Health facilities, management/administrative specialty and/or subspecialty duties in Internal Medicine Department. Teaching, organize and supervise clinical and theoretical teaching of undergraduate and postgraduate students. Participate in University teaching programs and examinations. Own research and supervision of higher degrees: MMed, MSc and PhD, meetings attendance at academic, Hospital administrative/management meetings, Department of Health and University as allocated by the Supervisor.
- ENQUIRIES APPLICATIONS** : Prof N Madala Tel No: (012) 521 4584/ 3276/ (012) 529 3203
 : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria

0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 02 February 2024. Closing time will be 12h00 on the closing Date.

POST 02/32 : **MEDICAL SPECIALIST FAMILY MEDICINE REF NO: REFS/019619 (X1 POST)**
Directorate: Family Medicine

SALARY : Grade 1: R1 214 805 per annum, (all-inclusive remuneration package), plus commuted overtime
Grade 2: R1 386 069 per annum, (all-inclusive remuneration package), plus commuted overtime
Grade 3: R1 605 330 per annum, (all-inclusive remuneration package), plus commuted overtime

CENTRE : Dr. George Mukhari Academic Hospital

REQUIREMENTS :
Matric/Senior Certificate/Grade 12. MBChB or equivalent Degree. Master of Medicine and/or FCFP degree/equivalents. Registration with a professional council: Registration with the HPCSA as a Specialist in Family Medicine. Current registration with the Health Professions Council of South Africa as a Medical Specialist in Family Medicine (2022/3 Receipt). Family physicians who are willing to apply, but 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 on health professionals who 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). ACLS, ATLS, Diploma in Family Medicine, At least 2 research publications are an added advantage. Experience required: **Grade 1:** No experience required after registration as Medical Specialist with the Health Professions Council of South Africa (HPCSA). **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist. Knowledge, skills, training and competencies required: Sound knowledge of the clinical concepts within the Family Medicine discipline. Teach and supervise MBChB and M MED students. Ability to work in a team and under pressure. Ability to supervise and teach junior staff. Excellent administrative and research skills. Good communication skills. Research and organizational ability. Commuted overtime contract is compulsory, as well as ability to work after-hours. Supervisory skills.

DUTIES : Render efficient, quality and cost-effective Family Medicine services to patients managed by the institution and the District. Specialist family medicine care to

patients (all age groups) at Dr George Mukhari Hospital Academic and at designated outreach sites drainage of the Hospital. Participate in clinical governance of a growing integrated district family medicine health service. Assist with Effective and efficient administration of the Family Medicine Department. Ensure the rational use of resources (medical and equipment). Participate in formal teaching as required by the Department of Family Medicine. Reporting to the head of unit on service delivery, clinical audits, teaching, research and where necessary quality improvement plans. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirements. Participate in the development of the unit operational plans and prepare monthly statistics, quarterly and annual reports. Develop and Participate in community orientated primary health care projects. Manage the recruitment of doctors, (Compliance to PMDS policy); sign performance management and development system with doctors and monitor their professional conduct. The incumbent is expected to avail oneself as needed, collaborate with other sections to promote teamwork, and implement efficient outreach services to district health clinics and hospitals. Publish at least one research article annually in a peer reviewed journal.

- ENQUIRIES** : Prof I Govender Tel No: (012) 521 5820/4313
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 02 February 2024. Closing time will be 12h00 on the closing date.
- POST 02/33** : **MANAGER NURSING PNA-9 LEVEL HOSPITALS REF NO: REFS/019572 (X1 POST)**
Directorate: Nursing
- SALARY** : R1 045 731 per annum, (all package inclusive)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e., An appropriate bachelor's degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. Registration with the SANC as a professional nurse and current annual registration. Diploma/Degree in nursing Administration/Management registered with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional nurse with the SANC in general nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience as an Assistant Manager. Must have sound management and communication skills, good interpersonal skills and be computer literate. Must be willing to work beyond the call of duty. In-depth knowledge and understanding of Health-Related Acts, Nursing Regulations, Guidelines and Labour Relations Policies.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the Nursing Service division. Lead and give direction to Nursing services and overall control of quality patient care. To put systems in place to ensure that service delivery meets the required standards as laid down in the policies, procedures, and strategic goal of the Gauteng Department of Health. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Develop standard operating procedures for safe patient/client care and monitor the implementation thereof. Develops and implement policies, programs, regulations, procedures pertaining to nursing care. Collaborates with other team members in the hospital to identify actual and potential risks. Implement and ensure compliance to Ideal Hospital Realization Framework and the Six key priorities within the area of responsibility. Human resource development and management of personnel within the area of responsibility. Manage performance within areas of responsibility. Proactively identify continuing professional development (CPD). Ensure implementation of out and in-reach programs within the catchment and referral areas of the institution. Assist with budget, Human resources and equipment management within areas of responsibility. Participate in Research projects to improve the quality of care. Implement strategic plan for nurse education, training, and practice. Monitor and report delivery statistics. Participate actively in institutional engagements and contribute. Establish, maintain, and participate in inter professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation. Advocate and ensure the promotion of Nursing Ethos and Professionalism.

ENQUIRIES : Ms. MM Matshidza Tel No: (012) 529 3353
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 02 February 2024

POST 02/34 : **MEDICAL REGISTRAR PUBLIC HEALTH MEDICINE REF NO: REFS/019620 (X1 POST)**
Directorate: Public Health Medicine

SALARY : Grade 1: R906 540 per annum, (all-inclusive remuneration package), plus commuted overtime

CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : MBCHB (or equivalent). Registration by the HPCSA for independent practice. A valid code B or EB driver's license. A postgraduate diploma in any of the

- public health fields will be an advantage for appointment as registrar. Appointment will be dependent upon registration for an MMed (Public Health Medicine) degree at Sefako Mekgatho Health Sciences University and registration with the HPCSA as a Registrar in Public Health Medicine.
- DUTIES** : Participate in the provision of undergraduate teaching. Provide support to Gauteng Department of Health and Dr George Mukhari Academic Hospital as directed by the Head of Department. Perform research in line with the Departmental and University aims. Complete rotations required by the Department of Community Health training Program. Active involvement in all aspects of the Department of Community Health's academic, teaching and public health programs. Participate fully in training activities such as registrar meetings and academic days. Complete the training and academic requirements for registration as a Public Health Medicine Specialist including the MMed degree, in the prescribed time period.
- ENQUIRIES** : Dr Ledibane Tel No: (012) 521 4257
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 02 February 2024. Closing time will be 12h00 on the closing date.
- POST 02/35** : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 772 (X2 POSTS)**
Directorate: Obstetrics And Gynaecology
- SALARY** : Grade 1: R906 540 – R975 738 per annum, (all-inclusive package)
Grade 2: R1 034 373 - R1 129 116 per annum, (all-inclusive package)
Grade 3: R1 197 150 – R1 491 627 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Current HPCSA for April 2023\ March 2024 for **Grade 1**. 0- 5 years' experience as Medical Officer. **Grade 2**: 5-10 years' experience as Medical Officer. **Grade 3**: 10- 15 years' experience as Medical Officer.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns, and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings, and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by 116 providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to them management of patients. Performance of

practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

**ENQUIRIES
APPLICATIONS**

: Prof Y. Adam Tel No: (011) 933 8156
: 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) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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). HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualify. 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 apply.

CLOSING DATE

: 02 February 2024

POST 02/36

: **ASSISTANT MANAGER NURSING SPECIALTY NIGHT SUPERVISOR (PN-B4) REF NO: CHBAH 773 (X1 POST)**
Directorate: Nursing Services (Paediatrics)

**SALARY
CENTRE
REQUIREMENTS**

: R683 838 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post basic qualification in Health Services Management will be an added advantage. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a Paediatrics Clinical specialty after obtaining the one (1) year post basic qualifications in Child Nursing Science specialty. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Competencies/Knowledge/Skills: Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination 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.

<u>DUTIES</u>	:	Supervise and co-ordinate the provision of effective and efficient patient care through supervision of adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Implementation of Ideal Hospital Maintenance Framework Version 2.0. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment)
<u>ENQUIRIES</u>	:	Mr. N.B. 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.
<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), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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>	:	02 February 2024
<u>POST 02/37</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (PN-B4) REF NO: CHBAH 774 (X 1 POST)</u> Directorate: Nursing Services (Paediatrics)
<u>SALARY</u>	:	R683 838 per annum, (all inclusive)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post basic qualification in Health Services Management will be an added advantage. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a Paediatrics Clinical specialty after obtaining the one (1) year post basic qualifications in Child Nursing Science specialty. At least three (3) years of the period referred to above must be

appropriate/recognizable experience at management level. Competencies/Knowledge/Skills: Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination 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.

DUTIES : Supervise and co-ordinate the provision of effective and efficient patient care through supervision of adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Implementation of Ideal Hospital Maintenance Framework Version 2.0. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment)

ENQUIRIES : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
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.

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), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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 : 02 February 2024

POST 02/38 : **OPERATIONAL MANAGER (SPECIALITY) PNB3-CHILD NURSING SCIENCE REF NO: REFS/019574 (X1 POST)**
 Directorate: Nursing

SALARY : R627 474 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : 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 1 year accredited with SANC in Child Nursing Science. Registration with SANC as Professional Nurse. current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Paediatrics Nursing, after obtaining the 1 year post basic qualification in the relevant specialty. Diploma/Degree in Nursing Management will serve as an added advantage. Service records must be included Ability to function as part of a team and display a good professional image. Computer literacy. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR, financial policies and practices.

DUTIES

: Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine 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. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with people 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. Display a concern for patients, promoting, advocating, and facilitating proper treatment care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislations related legal and ethical nursing practices. Compile and analyse reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Promote the achievement of National Core Standards/Ideal Hospital Realization Framework targets. Must be prepared to work night shifts when needs arise and relieve the supervisor when required.

**ENQUIRIES
APPLICATIONS**

: Ms. MM Matshidza Tel No: (012) 529 3353
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 02 February 2024

- POST 02/39** : **OPERATIONAL MANAGER (SPECIALTY) PNB-3 INTENSIVE CARE NURSING SCIENCE REF NO: REFS/019575 (X1 POST)**
Directorate: Nursing
- SALARY** : R627 474 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : 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 1 year accredited with SANC in the relevant specialty (Intensive Care Nursing_Science). Registration with SANC as Professional Nurse. current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Child Nursing Science or Paediatrics nursing experience and Nursing Management will be an added advantage. Service records must be included. Computer literacy. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices.
- DUTIES** : Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine 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. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing teamwork 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. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyse reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Must be prepared to work night shifts when needs arise and relieve the supervisor when required. Ability to function as part of a team and display good professional image.
- ENQUIRIES** : Ms. MM Matshidza Tel No: (012) 529 3353
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that

all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

- CLOSING DATE** : 02 February 2024
- POST 02/40** : **OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: CHBAH 775 (X1 POST)**
Directorate: Paediatrics
- SALARY CENTRE REQUIREMENTS** : R627 474 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. At least five (5) years of the period referred to above must be appropriate/recognizable experience in the Paediatrics department. The applicant should be in possession of a post basic qualification in Child Nursing Science nursing science with the minimum of one-year post qualification. Applicant should be prepared to undergo medical surveillance as an inherit job requirement. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, Ideal Hospital Realization framework and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Be allocated to work night shifts and relieve the supervisor when required. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of the Ideal Hospital and Realization framework. Manage and monitor effective utilization and supervision of human, financial and material resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.
- ENQUIRIES APPLICATIONS** : Mr NB Mulaudzi Tel No: (011) 933 0134/9779
: 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.
- 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), it must be initialled and signed. On the Z83 the Department where position was advertised it should

state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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** : 02 February 2024
- POST 02/41** : **OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: CHBAH 776 (X2 POSTS)**
 Directorate: Nursing Services (Clinical Support FBU) (Operating Theatre Nursing)
- SALARY CENTRE REQUIREMENTS** : Grade 1: R627 474 per annum, (all inclusive)
 : Chris Hani Baragwanath Academic Hospital
 : 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. A post basic qualification in Health Services Management will be an added advantage. Current registration with the South African Nursing Council. For Grade 1 minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Operating Theatre Nursing Science. Competencies/Knowledge/Skills: Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination, 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.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e.inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Implementation of Ideal Hospital Maintenance Framework Version 2.0. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment)
- ENQUIRIES APPLICATIONS** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
 : 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) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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). HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. 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 apply.

CLOSING DATE

: 02 February 2024

POST 02/42

: **OPERATIONAL MANAGER GENERAL PNA-5 (PROGRAMME COORDINATOR BED MANAGEMENT) REF NO: REFS/0019573 (X1 POST)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS

: R497 193 per annum, (plus benefits)
: Dr George Mukhari Academic Hospital
: A Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Should be computer literate. Diploma/Degree in Nursing Management will be an added advantage. Experience in bed management will be an added advantage.

DUTIES

: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Monitor the availability of beds within the Hospital. Do ward rounds. Update the admitting units about bed status in the Hospital. Update Nurse Managers about bed status. Maintain constructive working relationships with nursing, other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, and procedures. Manage and monitor proper utilization of human, financial and physical resources. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Collaborate with members of the health care teams and participate in decision making pertaining to health care delivery. Demonstrate a basic understanding of HR and financial policies and practices. Ensure the awareness, compliance, and adherence to the relevant acts/prescripts applicable within the nursing environment. Advocate for the rights of patients and improvement of health care. Compile and analyse reports. Participate in training, research, and self-development. Supervise nursing and non-nursing staff. Manage Patient Care office. Be prepared to work shifts (Including night) when the need arises. Do afternoon and weekend calls as required. Relieve the ASM in his/her absence.

- ENQUIRIES** : Ms. MM Matshidza Tel No: (012) 529 3353
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 02 February 2024
- POST 02/43** : **CLINICAL PROGRAMME COORDINATOR TRAINING AND DEVELOPMENT REF NO: STDH/2024/CPCTD/01 (X1 POST)**
Directorate: Nursing services
- SALARY CENTRE REQUIREMENTS** : R497 193 – R559 686 per annum, plus benefits
Sizwe Tropical Disease Hospital
Senior certificate/Grade 12. Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification in nursing education registered with SANC, a minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and 3 years' experience in Nursing Education/Staff development will be an added advantage. Be computer literate: Microsoft word, power point, Excel, and presentation skills. Good communication and sound interpersonal skills. Ability to analyse training and development reports. Demonstrate an in-depth understanding of nursing legislations, legal and ethical nursing practice and how it impacts to service delivery.
- DUTIES** : Facilitate, coordinate, and assess learning needs in both theory and practical to promote sustainable growth and development and professional knowledge. Develop and facilitate training plan, schedule lectures and in-service training /courses in line with Gauteng department objectives. Execute formal duties within the department of health context. Submit quality training reports according to set dates. Adhere to Batho Pele principle. Improve team strategy, Adhere to SAQA and Higher education Acts. Coordinate training for the Hospital and Management of staff development and Clinical Education and training Unit (CETU). Develop and establish and maintain constructive working relationship with Nursing and other stake holders i.e., Inter-professional, inter-sectoral and Multidisciplinary team. Participate in research processes and analysis, formulation and implementation of Nursing guidelines, practices standards and procedures. Participate in Hospital ideal Hospital Realization and Maintenance Framework (IHRM). Participate in some committees as delegated. Manage resources. Maintain Professional growth/Ethical standards and development.
- ENQUIRIES** : Ms BM Rikhotso Tel No: (011) 531 4302/4

- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
- NOTE** : The application must include only fully completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 02 February 2024
- POST 02/44** : **CLINICAL PROGRAMME COORDINATOR QUALITY ASSURANCE REF NO: STDH/2024/CPCQA/02 (X1 POST)**
Directorate: Nursing services
- SALARY CENTRE REQUIREMENTS** : R497 193 – R559 686 per annum, plus benefits
Sizwe Tropical Disease Hospital
Senior certificate/Grade 12. Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or Equivalent qualification that allows registration with SANC as a Professional Nurse with SANC, a minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years' experience as Quality Assurance Coordinator will be an added advantage. Quality Assurance certificate with recognised institution will be an added advantage. Be computer literate. Comprehensive knowledge and understanding of National Health Act, Norms and Standards, Ideal Clinic Systems, Quality Assurance Framework, Accreditation and Certification Systems, Infection Prevention Control standards and Assessment Methods. Quality Assurance and Quality Improvement Initiatives, Health Information System's and Indicator Development, Relevant legislation, Risk Management. Conceptual, analytical, and creative thinking, evidence-based report writing. Exceptional analytical and interpretation skills. Innovative and self-driven. The ability to work under pressure and meet deadlines. Excellent planning and organizing skills. A high level of ethical conduct and integrity. Good presentation skills, communication skills. Project Management skills as well as report writing skills, people management skills, intersectoral collaboration and engagement with the internal and external stakeholders. Knowledge in application of clinical infection prevention control policies, current Health, and Public Legislations. Nursing Act, MDR TB, HIV Aids Guidelines and other Legislative framework theory and ethics.
- DUTIES** : Ensure quality in the institution including undertaking quality improvement activities. Develop strategies/plans. Provide leadership in the development of quality improvement plans and Standard Operating Procedures (SOP). Provide strategic leadership for the Quality Directorate in the institution towards the realization of the set. Strategic goals and objectives. Coordinates, investigation, management and reporting of complaints and patients. Safety Incidences in the institution. Ensure compliance to IHRM in the institution and implementation thereof. Participate in Ethics committee and facilitate trainings on Quality assurance and professional code of conduct. Participate clinical audit. Serve on institutional committee for selected institutional quality assurance programmes Coordinate provision of and compliance to National and Provincial Clinical Guidelines. Provide initiative to improve Client's satisfaction, advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programmes, practices, and procedures pertaining to Quality Improvement Plans and SOP's. Collate and analyse data to establish trends and patterns in health care effectiveness. Utilize information technology and other management information systems to manage Quality Assurance and improve service delivery. Establish, maintain, and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Market and coordinate Service Excellence Awards for the institution. Conduct patient Experience of Care Surveys and share results with relevant stakeholders. Ensure that monthly internal audits are conducted in clinical

		areas and compliance with Norms and Standards. Participate in some Hospital committees as delegated.
<u>ENQUIRIES</u>	:	Ms BM Rikhotso Tel No: (011) 531 4302/4
<u>APPLICATIONS</u>	:	Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
<u>NOTE</u>	:	The application must include only fully completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
<u>CLOSING DATE</u>	:	02 February 2024
<u>POST 02/45</u>	:	<u>DIAGNOSTIC RADIOGRAPHER (ULTRASOUND) GRADE 1/ 2 REF NO: CHBAH 777 (X1 POST)</u> Directorate: Clinical Support (Radiography)
<u>SALARY</u>	:	Grade 1: R444 741 – R506 016 per annum, (plus benefits) Grade 2: R520 785 – R595 251 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Matric/ Grade 12, Degree / National Diploma in Radiography plus Ultrasound post graduate qualification / Degree in ultrasound. Appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) in Ultrasonography. Grade 1: No experience after registration with HPCSA as an independent Ultrasound Radiographer and after completion of community service. Current registration with HPCSA for 2024. Grade 2: Minimum of ten (10) years' experience after registration with HPCSA as an ultrasound radiographer and after completion of community service. Knowledge, skills, training and competencies required: Sound knowledge of specialized and general ultrasonography protocols and equipment. Comprehensive knowledge of radiography / ultrasound legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of ultrasound Quality Assurance programme. Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, National Core Standards/Ideal Hospital Framework, Health and Safety and Infection Control principles. 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. Sound planning and organizational skills regarding resources, Finance and HR matters. Demonstrates effective interpersonal skills.
<u>DUTIES</u>	:	Provide high quality ultrasound services in line with central hospital protocols. Provide expert advice to other health professionals regarding ultrasound examinations. Provide services as allocated by Assistant Director Radiography. Perform overtime as and when allocated to do so. Properly supervise the booking system to minimize waiting times for all patients. Support the Ultrasound Manager in order to meet the objectives of the department. Render effective patient centred Ultrasound service for in-and out-patients in adherence to the scope of practice and health protocols. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging of the cost centre. Participate in developing, implementing and monitoring policies and procedures to ensure the effective and efficient functioning of the department. Ensure Diagnostic services comply with relevant standards, legislation and current government initiatives to improve health services. Manage the quality assurance programmes as required by radiation control directorate and department of Health. Provide clinical training and supervision to junior staff and student radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Encourage a multidisciplinary approach by fostering close working relationships with other departments in order to render quality services. Supervise, develop, train and monitor the performance of the subordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the

quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES
APPLICATIONS

: Mr. SJT Khumalo Tel No: (011) 933 8434
: 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) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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). HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. 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 apply.

CLOSING DATE

: 02 February 2024

POST 02/46

: **SONOGRAPHER GRADE 1/2/3 REF NO: CHBAH 778 (X1 POST)**
Directorate: Obstetrics And Gynaecology

SALARY

: Grade 1: R441 741 – R506 016 per annum, (all-inclusive package)
Grade 2: R520 785 – R595 251 per annum, (all-inclusive package)
Grade 3: R612 642 – R658 482 per annum, (all-inclusive package)

CENTRE
REQUIREMENTS

: Chris Hani Baragwanath Academic Hospital
: National Diploma/Degree in Radiography /B:Tech in Ultrasound Radiography. Registration with Health Professions Council of South African HPCSA in Ultrasound Radiography. Current registration with HPCSA for 2024. **For Grade 1:** 0-3 years' experience. **Grade 2:** 10- years' experience and above. **Grade 3:** 16- years' experience and above. Experience in performing high risk Obstetric and anomaly scans. Experience in reporting on difficult pathologies. Knowledge, Skills, and Experience: Excellent knowledge of high-risk obstetrics and Gynaecology, general, small parts, protocols, and procedures. Basic Knowledge of equipment use and trouble shooting. Sound reporting writing and administrative skills and computer literacy. Knowledge of relevant health and Safety Acts and Infection Control measures. Good communication,

- interpersonal relations, and problem-solving skills. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : Scanning the patients from ANC and the wards. Preparing the patients for the ultrasound examination. Performing ultrasound examinations that yield important diagnostic information. Use ultrasound machines to view and interpret images with sound waves for the diagnosis and treatment of medical conditions. Co-ordinates and organize daily workload/ running of the department. Must have knowledge of the department functions and equipment. Ensure that equipment is adequately maintained. Attend meetings/ seminars/ congresses to keep up to date with new advance in technique and technology. Monitor stock in the stock room and examination rooms. Maintain adequately weekly, monthly, annual patient statistics. Promote teamwork, co-operative work relationship amongst staff members and other health care workers. Liaise with specialist for more information or help in dept. about patients. Supervision and training of student sonographer and registrars.
- ENQUIRIES** : Prof Y. Adam Tel No: (011) 933 8156
- 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) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/respond 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. 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). HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualify. 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 apply.
- CLOSING DATE** : 02 February 2024
- POST 02/47** : **PROFESSIONAL NURSE SPECIALTY PNB1-2 REF NO: REFS/019612 (X14 POSTS)**
 Directorate: Nursing
 (Child Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Advanced Midwifery and Neonatal Nursing Science, Intensive Care Nursing Science, Operating Theatre Nursing Science, Trauma and Emergency Nursing Science, Orthopaedic Nursing Science, Ophthalmology Nursing Science, Oncology Nursing Science, Advanced Psychiatric Nursing Science and Nephrology Nursing Science). Primary Health Care.
- SALARY** : Grade 1: R431 265.per annum, (plus benefit)
 Grade 2: R528 696 per annum, (plus benefit)
- CENTRE** : Dr George Mukhari Academic Hospital

- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the specialties stated above. **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the above period must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty.
- DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organize own work and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders 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. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele).
- ENQUIRIES** : Ms. MM Matshidza Tel No: (012) 529 3353
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 02 February 2024
- POST 02/48** : **PROFESSIONAL NURSE (SPECIALTY – PSYCHIATRY DAY AND NIGHT)**
REF NO: HRM: 2/24 (X8 POSTS)
Directorate: Nursing
- SALARY** : R431 265 – R497 193 per annum, (plus benefits)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Grade 12, Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Must have a post- basic nursing qualification in Psychiatric Nursing Science, with a duration of at least one (1) year, accredited with SANC or Degree in Advanced Psychiatric Nursing. A minimum of 4 years appropriate/

<u>DUTIES</u>	:	recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. Good communication, interpersonal skills collaborative, creative, innovative and emotional intelligence skills. Computer literacy, Driver's license and experience in Psychiatry will be an added advantage. Knowledge of Batho-Pele principles, Patient's right charter. Should possess proven Change Management, Presentation and Leadership skills.
	:	Provision of comprehensive/ complex/ advanced nursing treatment and care to nursing services within the designated speciality unit, in a cost effective, efficient and equitable manner. Manage crisis, be able to manage complex problems. Implement advanced psychiatric nursing rehabilitative therapeutic programs. Will be a shift leader that is responsible for planning, organizing, coordinating and supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism and leading by example at all times. Demonstrate effective communication with patients, supervisors and other clinicians including report-writing when required. Understanding and implementation of the nursing legislation including nursing strategy, ethical nursing practices and Ideal hospital framework. Manage Patients Safety Incidents and staff Incidents. Expected to serve in Hospital Committees to achieve Hospital goals and act in the capacity of Operational Manager when delegated to do so.
<u>ENQUIRIES</u>	:	Ms MM Sono Tel No: (011) 951 8202
<u>APPLICATIONS</u>	:	Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance, Monday to Friday from 7:30 to 15:30.
<u>NOTE</u>	:	Application must be submitted on a fully completed new format Z83 accompanied by a detailed curriculum vitae with at least two contactable references. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidates will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), the recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
<u>CLOSING DATE</u>	:	02 February 2024 by time: 12H00
<u>POST 02/49</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1/2/3 REF NO: CHBAH: 779 (X2 POSTS)</u> Directorate: Cardiology
<u>SALARY</u>	:	Grade 1: R359 622 - R408 201 per annum, (plus benefits) Grade 2: R420 015 - R477 771 per annum, (plus benefits) Grade 3: R 491 676 - R595 251 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	An appropriate degree or diploma in Clinical Technology in Cardiology. Current application for registration with relevant Health Professions Council of South Africa as a qualified Clinical Technologist in Cardiology. Current registration with HPCSA for 2024 Knowledge of and adherence to relevant legislation. Candidate should have an appropriate clinical train. For Grade 1: 0-3 years' experience. Grade 2: 10- years' experience and above. Grade 3: 16- years' experience and above. Exposure in working in the Cardiology will be added advantage. Good understanding of public hospital operational systems will be added advantage. Candidate must be competent in all Cardiology procedures [invasive and non-invasive].
<u>DUTIES</u>	:	Provision of clinical service in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology Department [Cardiology]. Candidate will do on call duty on rotational bases. Supervision and training of Clinical Technologist students in cardiology. Responsible for orientation of new Clinical Technologist in Cardiology Department. Participation in Research activities. Co-ordinate the maintenance and repair of all equipment's in the Cardiology Department. Perform all cardiac invasive and non-invasive procedures as in line with standard set by HPCSA. Participate in provincial Clinical Technology activities.

<u>ENQUIRIES</u>	:	Mr.W Madondo Phone Tel No: (011) 933 9412
<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) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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). HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. 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 apply.
<u>CLOSING DATE</u>	:	02 February 2024
<u>POST 02/50</u>	:	<u>PHYSIOTHERAPIST GRADE 1/2/3 REF NO: CHBAH: 780 (X5 POSTS)</u> Directorate: Physiotherapy
<u>SALARY</u>	:	Grade 1: R359 622 - R408 201 per annum, (plus benefits) Grade 2: R420 015 - R477 771 per annum, (plus benefits) Grade 3: R 491 676 - R595 251 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an independent practice Physiotherapist. Current registration with HPCSA for 2024 Knowledge of and adherence to relevant legislation. Candidate should have an appropriate clinical train. For Grade 1: 0-3 years' experience. Grade 2: 10- years' experience and above. Grade 3: 16- years' experience and above. No experience required after completion of community service in Physiotherapy as required in respect of RSA qualified employees. Knowledge requirements: Must have knowledge of current health and public service legislation, regulations, and policies. Knowledge in the application of clinical Physiotherapy theory, practices, and ethics. Competency requirements: Communication skills, report writing skills, planning & organizational skills, networking & liaison skills, basic Physiotherapy clinical skills, research skills, analytical skills, presentation skills. The following will be added advantages: Experience in a tertiary academic hospital, ICU experience, post-graduate qualification and/or short courses in Physiotherapy. Computer literacy (Ms Word, Ms Excel). Ability to work as a member of a multidisciplinary team. Effective interpreters oral skill, planning & organizational skills, and leadership qualities.
<u>DUTIES</u>	:	Render effective patient centred Physiotherapy services for in- and outpatients in adherence to the scope of practice and health protocols. Carry out delegated duties. Implement and adhere to national, provincial, institutional, and

departmental policies, procedures, regulations, guidelines, and SOP's. Work with colleagues and provide relieve as and when the need arises. Work closely with the interdisciplinary team members. Perform weekend and public holiday duties in accordance with departmental protocols. Participate in student training, supervision, and participate in performance management and development (PMDS). Monitor proper utilization of allocated financial and physical resources. Participate in the implementation and monitoring of quality assurance standards such as record keeping, data collection, assist with budget control, asset management, etc. Contribute and participate in professional development of self, colleagues, and members of the interdisciplinary team members. Participate in research projects of the department. Communicate effectively with all stakeholders.

**ENQUIRIES
APPLICATIONS**

: Mrs. E Haarhoff Tel No: (011) 933 8927
 : 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) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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). HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualify. 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 apply.

CLOSING DATE

: 02 February 2024

POST 02/51

: **SPEECH THERAPIST / SPEECH AND AUDIOLOGIST GRADE 1/2/3 REF NO: CHBAH 781 (X1 POST)**
 Directorate: Speech Therapy and Audiology (Paediatric)

SALARY

: Grade 1: R359 622 - R408 201 per annum, (plus benefits)
 Grade 2: R420 015 - R477 771 per annum, (plus benefits)
 Grade 3: R 491 676 - R595 251 per annum, (plus benefits)

**CENTRE
REQUIREMENTS**

: Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Qualification in Speech Therapy or Speech Therapy & Audiology, completion of Community service. Independent practice registration with HPCSA. **For Grade 1:** 0-3 years' experience. **Grade 2:** 10- years' experience and above. **Grade 3:** 16- years' experience and above. Current registration with HPCSA for 2024. Competencies: Knowledge and skills in assessment and management of communication and listening in children with hearing loss. Knowledge and skills in individual therapy and facilitation of support groups; family-focused intervention and development of listening and language in

children with hearing loss. Preference will be given to candidates with an additional certificate of post-graduate training in Auditory Verbal Therapy and to those who have experience in providing aural (re)habilitation to children with hearing aids and cochlear implants. Ability to work in a team and contribute to the planning, organization and coordination of a clinical service. Ability to engage in solution-based problem solving. Display empathy for patients, promote advocacy and facilitate holistic treatment. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

: To provide a complete package of care to children and teenagers with hearing loss, including assessment of communication, and listening; counselling, creation of joint intervention goals with the family; assisting in audiological management of these children; provision of individual and group therapy; facilitation of support groups; report-writing, teacher training. Provision of intervention services in accordance with SACIG (South African Cochlear Implant Group) cochlear implant quality standards, best practice guidelines and engage in clinical research. To work within a multidisciplinary team within professional boundaries. To engage in mentoring and audits. To comply with Performance Management processes. To participate in departmental teambuilding and projects. To adhere to infection control procedures and assist with maintaining accreditation requirements. To participate in departmental research projects.

ENQUIRIES

: Dr. Sadna Balton Tel No: (011) 933 0379

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) and must be initialled and signed. On the Z83 application form, the Department where position was advertised 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. Z83 form must be accompanied by recently updated detailed Curriculum Vitae. All experience should be in a chronological order. The experience on the Curriculum Vitae must contain the institution, position and dates (DD/MM/YYYY) indicating the starting and ending period to be able to calculate the years of experience. The information on the new Z83 must be in sync/correspond 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. 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). HR will conduct Personnel Suitability Checks (PSC) and Verification Checks. The Department reserve the right to conduct verification beyond information provided, where necessary. Failure to submit all the relevant information mentioned above with the exception of HR verification checks, will result in the candidate being disqualified. 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 apply.

CLOSING DATE

: 02 February 2024

POST 02/52

: **CLINICAL TECHNOLOGIST – CRITICAL CARE (ICU) REF NO: REFS/019616 (X1 POST)**
Directorate: Clinical Support

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** : Dr George Mukhari Academic Hospital
: National Diploma or B Tech in Clinical Technology, BHS - Specialized Category: Critical Care. Registration with HPCSA in Clinical Technology - Specialized Category. Currently registered with HPCSA in Clinical Technology. **Grade 1:** None experience after registration with the HPCSA as a Clinical Technologist. **Grade 2:** A minimum of 10 years' experience after registration with the HPCSA as a Clinical Technologist. **Grade 3:** A minimum of 20 years experience after registration with the HPCSA as a Clinical Technologist. Competencies: Demonstrate and apply good communication skills and team Co-operation CCTs are required to be team players and work well with the junior and senior staff.
- DUTIES** : Ensure effective and efficient clinical service delivery within the ICU department. To offer direct support and advice to other healthcare professionals in the maintenance and physiological management of patients in the ICUs and theatre area and with the appropriate usage of the ICU medical equipment. Assess and monitor patients before during and after procedures. To ensure multi-disciplinary teamwork. To offer daily technical support, teaching and ongoing training within the ICU. Conduct and supervise research within the field. CCTs are required to perform and assist in Cardiopulmonary resuscitation in the ICU. Administrative duties such as data capturing of interventional procedures performed and all supporting information including procurement, inventory and ICU equipment maintenance plan. Ensure patient safety and perform general quality control procedures. Implement infection prevention and control measures. Oversee maintenance and functionality of equipment for associated procedures: HPCSA Approved Scope of Practice: Clinical Technology (21 May 2020).
- ENQUIRIES APPLICATIONS** : Prof N Madala Tel No: (012) 521 4584/ 3276/ (012) 529 3203
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 02 February 2024. Closing time will be 12h00 on the closing date.
- POST 02/53** : **PHYSIOTHERAPIST PRODUCTION REF NO: REFS/019617 (X1 POST)**
Directorate: Clinical Services
- 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** : Dr. George Mukhari Academic Hospital
: BSC in Physiotherapy Degree /equivalent qualification, Registration with HPCSA as a Physiotherapist. Current registration with HPCSA. **Grade 1:** No post registration experience in respect of RSA-qualified candidates who

performed community, **Grade 2:** A minimum of 10 years' experience after registration with the HPCSA as a Physiotherapist, **Grade 3:** A minimum of 20 years' experience after registration with the HPCSA as a Physiotherapist. Sound knowledge of clinical theory and practice, ethical professional conduct of physiotherapist at hospital setting. Good communication, listening and interpersonal skills. Be able to work under pressure with a team. Be willing to participate in weekend emergency duty and student training.

DUTIES : To provide quality and effective physiotherapy treatment to patients. Liaise with other members of the medical team to perform administration functions including legible, appropriate record keeping and assets securing. Facilitate health awareness campaigns. Participate in mentorship and supervision of community service, students and scholars. Adhere to departmental, institutional and national core standards and Ideal Hospital Realization Framework to participate in professional development activities of the department. Keep proper records and accurate statistics.

ENQUIRIES : Mrs Ntsiki Serobatse Tel No: (012) 529 3262
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 02 February 2024. Closing time will be 12h00 on the closing date.

POST 02/54 : **DIAGNOSTIC RADIOGRAPHER GRADE 1-3 REF NO: REFS/019624 (X1 POST)**
Directorate: Clinical Services

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 : Dr. George Mukhari Academic Hospital
Appropriate Qualifications i.e. A Bachelor's degree or Diploma in Diagnostic Radiography. Current registration with the Health Professional Council of South Africa (HPCSA) as an independent practitioner in Diagnostic Radiography. **Grade 1:** no experience, **Grade 2:** a minimum of 10 years relevant experience and **Grade 3:** a minimum of 20 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an independent practitioner in Diagnostic Radiography in respect of South African qualified employees who performed Community Service as required in South Africa. Knowledge of relevant Public Service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written). Radiographic Quality assurance, National Core Standards, Health information management, PMDS, Health and Safety and Infection Control principles.

- DUTIES** : Ensure provisioning of a 24-hour service. Provide a high standard of Patient Care. Ensure a high standard of Radiographic Imaging is always maintained. Accurate patient records including recording radiation dose and exposure factors are kept and maintained. Effective and efficient management of resources. Execute QA (Quality Assurance) and student training in the area of work. To supervise, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering and complying with Batho Pele Principles, National Core Standards and other Public Service policies and acts. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed National Core Standards requirements are adhered to.
- ENQUIRIES** : Ms. EM Ramaboa Tel No: (012) 529 3123/3035
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 02 February 2024. Closing time will be 12h00 on the closing date.
- POST 02/55** : **OCCUPATIONAL THERAPIST PRODUCTION GRADE 1 REF NO: PWH/OT/01/2024**
Directorate: Clinical Support and Therapeutic Services
- SALARY** : R359 622 - R408 201 per annum, (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Degree in Occupational Therapy or an appropriate qualification that allows for the required registration with the Health Profession Council of South Africa (HPCSA) in the relevant profession. Completion of community service and registration with HPCSA as an Occupational Therapist. Current registration for 2023/2024. Experience: None after registration with HPCSA in the relevant profession as an occupational therapist in respect of SA qualified employees who performed community service. One-year relevant experience after registration with HPCSA as an occupational therapist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Experience in neurology, psychiatry, and disability. Knowledge of public service legislations, policies, procedures, and other related health policies. Knowledge of PFMA and related legal frameworks. Planning, Filing, and organizing skills, good communication skills (written and verbal), computer literacy and valid driver's license.
- DUTIES** : Plan, coordinate and implement Occupational Therapy Services. Render Occupational therapy services which comply with the norms and standards as indicated in health policies. Provide leadership, expert advice on complicated clinical conditions and being part of PILLIR committee. Implementing of

effective record keeping, accurate statistics collection and analysis. Work well with the MDT set up. Ensure compliance with quality assurance standards and PMDS process. Supervising OTA/OTT, community service OTTs and students. Participate in professional development/ CPD activities.

ENQUIRIES : Dr BL Mashaba (Clinical Manager) Tel No: (012) 380 1212/1330
APPLICATIONS : All Applications can be delivered to: Pretoria West District Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West District 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 : 02 February 2024

POST 02/56 : **SOCIAL WORKERS GRADE 1-4 REF NO: REFS/019618 (X1 POST)**
Directorate: Clinical Services

SALARY : Grade 1: R294 411 per annum, (plus benefits)
Grade 2: R359 520 per annum, (plus benefits)
Grade 3: R432 348 per annum, (plus benefits)
Grade 4: R530 010 per annum, (plus benefits)

CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 matric certificate and Bachelor's degree in Social Work. Registration with SACSSP. current registration to be attached to CV. Valid drivers license added advantage. Knowledge and understanding of Mental Health, Social Work legislation and ethical prescripts, Knowledge of social systems, theories, skills and values to ensure that one is able to intervene efficiently and effectively where people interact with their environments in order to promote social and mental well-being. Ability to work independently and in a multidisciplinary context. Analytical thinking, independent decision making and problem-solving skills.

DUTIES : To render social work services to patients, families and the community at large. Conduct home visits as part of social circumstances assessments and tracing families. Facilitation of alternative placements of mental health care users. Facilitation of child protection and children in need of care and protection cases. Assist with tracing families of destitute and unknown patients. Working with terminally ill patients. Attend multidisciplinary team meetings and ward rounds to give advice in matters relating to Social Issues. Compile daily, weekly and monthly statistics. Write reports of social work interventions undertaken with patients and/or their families. Attend and participate in departmental meetings, in-service trainings internally and from province. Liaise with external stake holders such as NGOS, Department of Social Development ,Home Affairs and others in matters relating to patients care. A successful candidate must be prepared to receive supervision and provide supervision to Social Work students. Must be willing to rotate in different units of the hospital such as internal medicine, Paediatric Unit, Mental health etc.

ENQUIRIES : Ms K Monageng Tel No: (012) 529 3257
APPLICATIONS : All Applications can be delivered to: Pretoria West District Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or

- posted to Pretoria West District 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** : 02 February 2024
- POST 02/57** : **PROFESSIONAL NURSE - GENERAL GRADE 1 REF NO: REFS/019607 (X5 POSTS)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R293 670 – R337 860 per annum, (excluding benefits)
: Tara the H. Moross Centre, Sandton
: Basic R425 qualification i.e., Diploma / Degree in Nursing, or equivalent qualification that allows registration with SANC as a Professional Nurse. An appropriate experience in the psychiatry setting will be serve as an added advantage for psychiatry. Driver's license and computer literacy will be considered as an advantage.
- DUTIES** : Provision of optimal, holistic knowledge of mental health care in nursing. Provide complex and advance comprehensive care to patients in a psychiatric unit in a cost effective, efficient, and equitable manner. To understand the processes, procedures, and other legal framework pertaining to Nursing and Mental Health Care Act. To act as a shift leader when required to do so. To be able to work night duty and public holidays. Good communication skills and writing skills are of importance. Ensure the implementation of the National Regulated Norms and Standards and Batho Pele Principles. Participate in other structures (Committees) of the hospital outside the unit to strengthen service delivery. Maintain own professional growth and ethical standard.
- ENQUIRIES APPLICATIONS** : Mrs. L. Kekana Tel No: (011) 535 3008
: Applications must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road, Hurlingham, 2196, or be posted to:- Tara the H. Moross Centre Private Bag X7, Randburg, 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.
- NOTE** : Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications, ID, Statutory Registrations, or other relevant certificates need not be attached when applying for the post. Only short-listed candidates will be required to submit certified documents on or before the interview date following communication from HR. The relevant reference number / post number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability, and gender.
- CLOSING DATE** : 02 February 2024

POST 02/58 : **SOCIAL WORKER (SESSIONAL) REF NO: REFS/019608**
 Directorate: Social Work

SALARY : R194.00 – R350.00 per hour
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : A Bachelor's Degree in Social Work. Registration with the South African Council for Social Service Professions. Experience in a mental health setting/psychiatric hospital or within the Department of Health. Experience and knowledge of working with families of psychiatric patients, providing psychoeducation, supportive counselling. Knowledge of current health, mental health, public service legislation and policies. The ability to communicate effectively within a multidisciplinary team and with external stakeholders. Must be computer literate. Must be in possession of a valid driver's license.

DUTIES : Render a specialized social work service with regards to the care and protection, support and development of vulnerable mental health care users and their families through the relevant programmes, including all methods of social work (individual, group, and community work). Work effectively within a multidisciplinary team by attending ward rounds and team meetings. Administrative tasks including collating statistics, report writing and record keeping. Attend CPD trainings, self-development programmes.

ENQUIRIES : Ms. R. Singh Tel No: (011) 535 3165
APPLICATIONS : Applications must be delivered to: Tara the H. Moross Centre c/o HR Section, 50 Saxon Road, Hurlingham, 2196, or be posted to: Tara the H. Moross Centre Private Bag X7, Randburg, 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE : Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Recently certified (less than 6 months) copies of qualifications, ID, Statutory Registrations, or other relevant certificates need not be attached when applying for the post. Only short-listed candidates will be required to submit certified documents on or before the interview date following communication from HR. The relevant reference number / post number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability, and gender.

CLOSING DATE : 02 February 2024

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

OTHER POSTS

<u>POST 02/59</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 – NEPHROLOGY REF NO: GS 1/24</u> Component: Nephrology
<u>SALARY</u>	:	R1 887 363 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital: Pietermaritzburg Senior Certificate or equivalent MBCHB or Equivalent qualification plus Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician) Certificate in Nephrology (SA) or equivalent qualification (if not trained in South Africa). Current Registration with the Health Professions Council of South Africa as a Nephrologist. Five years (5) post registration experience as a Specialist Physician. Recommendation: Experience in managing a Nephrology Unit. Knowledge, Skills, Attributes and Abilities: Sound clinical Nephrology and patient management skills. A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.
<u>DUTIES</u>	:	Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Nephrology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Cardiology services in Area 2 Clinical responsibility in the discipline of Nephrology and General Specialist Internal Medicine with after-hours participation (based on departmental operational need) Management. Responsibilities: Development and support of Specialist Nephrology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Renal Unit. Oversight and management of infrastructure, equipment and consumables in the Renal Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Nephrology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Nephrology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Nephrology training in the PMB Metropolitan area under the auspices of the Department of Nephrology at the University of KwaZulu Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Nephrology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Nephrology and Medicine.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Bizarre Tel No: (033) 897 3290
<u>FOR ATTENTION NOTE</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 Mrs M Chandulal Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. (Only shortlisted candidates will be required to submit proof of all documents). The employment equity target for this post is: African Male, African Female.
<u>CLOSING DATE</u>	:	02 February 2024
<u>POST 02/60</u>	:	<u>PRINCIPAL CLINICAL PSYCHOLOGIST REF NO: PSH 6/2024 (X1 POST)</u>
<u>SALARY</u>	:	R1 127 631 per annum. Other benefits: 17% rural allowance medical aid (optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Hospital Matric, Appropriate qualification that allows registration with the HPCSA as a Clinical/Psychology. Current registration with HPCSA as a Clinical Psychology 2023/2024. A minimum of 3 years' experience as Clinical Psychologist after

registration with HPCSA as Psychologist. Certificate of service endorsed by HR. Knowledge, Skills and Competencies Required: Sound knowledge in Psycho-diagnostics, Psychosocial Assessments and Psychotherapy. Sound knowledge of medico-legal assessment and tests and report writing of forensic reports. Sound knowledge of principles, policies, protocols and acts applicable to the profession. Knowledge of public service legislation, policies and procedures. Ability to function as part of multidisciplinary team member. Excellent verbal and written communication skills. Good interpersonal, decision making and problem solving skills. Good time management, planning, organizing and administrative skills. Self-motivation, resilience and dedication to service delivery. Ability to work under pressure. Computer efficiency.

DUTIES : Assist in the development of a District Mental Health Strategic and Operational Plan. Formulate and ensure implementation of departmental policies and procedures. Compile operational plan and submit quarterly reports. Monitoring, evaluation and implementation of the psychological interventions contained in the action plan. Compile regular reports on status of psychological services in the hospital. Ensure efficient utilization of budget allocated to the department. Staff performance appraisal. Conduct in service training of staff. Conduct needs analysis and lead the development and implementation of departmental projects. Manage psycho-legal cases referred to the department. Provide support to employee assistance programme. Provide peer supervision to junior staff. Liaise with Universities regarding implementation of training responsibilities of the hospital.

ENQUIRIES : Dr PB Dlamini Tel No: (039) 688 6147/Dr M Panajatovic Tel No: (039) 688 6044

APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240. NB: Applicants are encouraged to utilise courier services.

FOR ATTENTION : Mr ZM Zulu

NOTE : Detailed application for employment (Z83) and Curriculum Vitae. (Only shortlisted candidates will be requested to submit proof of qualifications and other related documents). NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 02 February 2024

POST 02/61 : **ENGINEER (ELECTRICAL/ MECHANICAL) REF NO: PSH 01/2024 (X1 POST)**

SALARY : R795 147 per annum. Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Port Shepstone Regional Hospital

REQUIREMENTS : Matric / Senior Certificate. Degree in Engineering qualification. Registered with ECSA as a Professional Engineer. Minimum of 3 years' experience post qualification. Computer Literacy Certificate of service endorsed by HR. Valid unendorsed driver's license Knowledge, Skills and Competencies Required: Knowledge of construction contracts/ISO standards/ Construction Industry Development/ Project management/OHS/SCM/Finance management/ Engineering Profession. Good verbal and written communication, problem solving, conflict resolutions skills and good interpersonal relations Computer literacy - proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint) Skills in: Applying Expertise and Technology/Adhering to Principles and Values /Delivering Results and Meeting Customer Expectations /Writing and Reporting/. Formulating Strategies and Concepts/Presenting and communicating Information /Creating and Innovation. Ability to plan, organize and negotiate and work as a team. Knowledge of relevant acts and regulations for engineering, maintenance, and health facilities Communication with stakeholders Head Office Components/District Offices and Health Facilities/Implementing Agent (s)/ Provincial Public Works/ Communities /National Department of Health/ Professional Service Providers.

DUTIES : Implement and monitor effective hospital policies, protocols, practices within the day-to-day operational areas. Contribute as a member of a multi-

disciplinary management team towards the effective management of the hospital. Oversee compliance with all non-negotiables requirements. Oversee and provide support on infrastructural engineering and maintenance services. Effective and efficient resources management. Review infrastructure projects and programs in line with the built environment norms, standards and legislative requirements. Manage and participate in post Project and Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on function and technical norms and standards that should be from a space and design perspective. Infrastructure Program and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Infrastructure Project Commissioning. Infrastructure Program and Project Planning in line with IDMS. Infrastructure Program and Project Implementation and Monitoring.

- ENQUIRIES** : Mr DG Gounden Tel No: (039) 688 6111
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240 Or 11 – 17 Bazley Street Port Shepstone 4240 NB: Applicants are encouraged to utilise courier services.
- FOR ATTENTION** : Mr ZM Zulu
- NOTE** : Detailed application for employment (Z83) and Curriculum Vitae. (Only shortlisted candidates will be requested to submit proof of qualifications and other related documents). Due to financial constraints, there will be no payment of S&T Claims. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship, and previous experience employment verifications.
- CLOSING DATE** : 02 February 2024
- POST 02/62** : **PHC SUPERVISOR –PHC EMMAUS REF NO: EMS/08/2024 (X1 POST)**
- SALARY** : R627 474 - R703 752 per annum. Other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) Plus (8%) Rural Allowance).
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Matric/Senior certificate/Grade 12. Degree/Diploma in General nursing, midwifery plus 1 year post basic qualification in Primary Health Care As per R212 SANC Regulation. Current Registration with SANC as Professional Nurse and Primary Health Care Nurse/ Community Health Nurse with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of 9 years appropriate/ recognizable experience in nursing as a Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care Nurse/ Community Health Assessment, Treatment and care. Knowledge and Skills: Knowledge of nursing care processed and procedures and other relevant legal framework such as Nursing Act, Mental Health Act, OH&s Act, Batho-Pele and Patients Right Charter, Labour Relation Act, Grievance Procedures, etc. Leadership, organizational decision making and problem-solving abilities. Interpersonal skills including public relations, team building, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resource under management. Computer skills in basic programs. Knowledge of SANC rules and regular scope of practice, Labour relations and departmental policies.
- DUTIES** : Provision of comprehensive Primary Health care. Supervision of effective implementation of all programs at all facilities and mobiles. Supervision of provision of services according to guidelines and standards. Participate, supervise and support participation of operational managers in operation of Sukuma Sakhe. Support and supervise effective implementation of ICDM and NCS to ensure that all facilities reach at least 70% ICRM scoring. Effective supervision of implementation of CCMDD and appointment system in the facilities ensure that each facility register at least 40% NCD and 60% ARV on CCMDD. Provide administrative services. Supervise and monitor that EPMDS are written for all staff and submitted on time. Ensure that weekly off duties are

written and submit on time and have some displayed in the facility. Ensure that data management is done according to SOP's. Data dictionary and data policy is available and communicated to all staff members. Monitor QIPs developed are implemented and progress monitored. Make sure that clinic that is signed off on TIER. NET and ETR maintain the status. Provision of clinical services. Monitor management of schedule 5&6 drugs and conduct monthly stock counts for these drugs in quarterly bases. Provision of educational services. Supervise and support establishment of training needs of all staff members in all facilities. Usage of equipment and machinery. Supervise and ensure that inventory book/forms is available and up to date in all facilities. Support and supervise appropriate ordering and maintenance of equipment all facilities.

ENQUIRIES APPLICATIONS : Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312
 : 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.

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 CV. No faxed or e-mailed applications will be considered. 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. NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to the successful candidate, due to budget constraints.

CLOSING DATE : 02 February 2024 @ 16:00

POST 02/63 : **OPERATION MANAGER SPECIALTY (MARTENITY) REF NO: EMS/01/2024 (X1 POST)**
 Re- advertisement – those who previously applied must re-apply

SALARY : Grade 1: R627 474 – R703 752 per annum. Other benefits: Medical Aid (Optional) 13th Cheque plus (8%) rural Allowance, Housing allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Emmaus Hospital
 : Senior Certificate (Grade 12). Degree/ Diploma in General Nursing science. Minimum of 7 years appropriate recognizable experience in nursing after registration as professional nurse with midwifery.5 year post basic qualification in midwifery and neonatal nursing science. Registration with SANC for 2023. Certificate of service endorsed by human resource management. Knowledge and Skills: leadership, management, planning, organizing and co-ordination skill. knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies, and procedure and best practices in nursing care service delivery. good communication, interpersonal, negotiation, decision-making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skill. Knowledge of code conduct, labour relations and related policies.

DUTIES : Ensure that maternal and programs are implemented. Coordination of optimal nursing care provided within set standards. Ensure the implementation of e-health in unit. Ensure compliance with OHSC standards in preparation of NHI. ensure adherence to all policies, procedure and guidelines. Ensure effective utilization of resources. Implementation of plan of obstetric emergencies. Facilitate and monitor ESMOE, BANC, PPIP, EPOC and HBB in your unit. Assist in the reduction of complaints and patient safety incidence.

ENQUIRIES APPLICATIONS : Ms TN Maphumulo Tel No: (036) 488 1570, ext. 8315
 : 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.

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. No faxed or e-mailed applications will be considered. 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. NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to successful candidates, due to budget constraints.

- CLOSING DATE** : 02 February 2024 @ 16:00
- POST 02/64** : **OPERATIONAL MANAGER NURSING (PHC) –EMMAUS GATE CLINIC REF NO: EMS/02/2024 (X1 POST)**
- SALARY** : R627 474 - R703 752 per annum. Other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) Plus (8%) Rural Allowance.
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Matric/Senior certificate/Grade 12. Degree/Diploma in General nursing, midwifery plus 1 year post basic qualification in Primary Health Care As per R212 SANC Regulation. Current Registration with SANC as Professional Nurse and Primary Health Care Nurse/ Community Health Nurse with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of 9 years appropriate/ recognizable experience in nursing as a Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care Nurse/ Community Health Assessment, Treatment and care. Knowledge and Skills: Knowledge of nursing care processed and procedures and other relevant legal framework such as Nursing Act, Mental Health Act, OH&s Act, Batho-Pele and Patients Right Charter, Labour Relation Act, Grievance Procedures, etc. Leadership, organizational decision making and problem-solving abilities. Interpersonal skills including public relations, team building, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resource under management. Computer skills in basic programs. Knowledge of SANC rules and regular scope of practice, Labour relations and departmental policies.
- DUTIES** : Implementation of the following: programs FP, YFS, BANC, NIMART, HAST, PMTCT, IMCI, IPC, Q/A, HPRS, appointment system and health and safety. Provision of all services according to guideline and standards. Effective implementation of ICDM and ensure that ICDM status is met and maintained. Establishment of at least 1 chronic clubs and or adherence clubs in the community. Effective implementation of rationalization of registers in the facility Effective implementation of CCMDD and ensure that set targets of 40% NCDs and 60% ARTs are met. Participating in operation Sukuma Sakhe through monthly attendance and fully participation in war room meetings. Effective support of community care givers with evidence of weekly meetings held e.g. attendance registers. Hold monthly meeting with the clinic committee and have evidence of these meetings. Ensure that all services are provided at the facility according to the level of the clinic. Ensure that all clients are attended to and are provided with the required services or referred according to their need. Establish effective relationships with traditional health practitioner in the area to ensure collaboration in patient care by ensuring that there is at least one member of clinic committee is traditional. Fully own and support Philamntwana centers. Conduct monthly outreach campaigns to ensure that the service is made accessible to all clients on the hard to reach areas. Establishment and maintain good working relationships with the supporting partners/NGOs. Effective implementation of Covid 19 guidelines and support for outreach teams. Ensure that all staff members, visitors and clients entering the facility are screened to exclude Covid 19 and that testing is done for appropriate people. Identify isolation and staff for the management of Covid 19 symptomatic clients.
- ENQUIRIES** : Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312
- APPLICATIONS** : 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.
- FOR ATTENTION** : Human Resource Manager

- NOTE** : Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a CV. Only shortlisted candidates will be required to submit certified copies of qualifications. No faxed or e-mailed applications will be considered. 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. NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to successful candidates, due to budget constraints.
02 February 2024 @ 16:00
- CLOSING DATE** : 02 February 2024 @ 16:00
- POST 02/65** : **OPERATIONAL MANAGER SPECIALTY THEATRE & CSSD REF NO: DPKISMH 67/2023 (X1 POST)**
Component: Theatre
- SALARY** : R627 474 per annum. Benefits: 13th Cheque, Plus Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional).
Dr Pixley Ka Isaka Seme Memorial Hospital
- CENTRE REQUIREMENTS** : Degree/Diploma – Post Basic qualification – Operating Theatre Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Operating Theatre Nursing Science. Registration Certificate with SANC as a General Nursing and Midwifery. Current registration with SANC as a professional Nurse and Midwife. Minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Operating Theatre Nursing Unit after obtaining the 1-year post basic qualification in Operating Theatre nursing science. Proof of current and previous working experience endorsed by Human Resource Department will be required from shortlisted candidates. Successful candidate will have to spend minimum one year in service. Knowledge Skills Training and Competencies Required: Knowledge of nursing care processes and procedures. Knowledge of nursing statutes, and other relevant legal frameworks. Operational management, co-ordination, networking liaison skills. Good verbal and written communication and report writing skills. Decision making and problem-solving skills. Conflict management and negotiation skills. People management and financial management skills. Project Management skills. Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing, and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Co-ordination of Ideal Hospital Framework requirement and projects within the department.
- ENQUIRIES APPLICATIONS** : Mrs YYN Ngema (Assistant Nursing Manager Theatre) Tel No: (031) 530 1419
To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: Pixley.recruitment@kznhealth.gov.za

FOR ATTENTION NOTE : Deputy Director: HRM
 : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. 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).

CLOSING DATE : 02 February 2024

POST 02/66 : **OPERATIONAL MANAGER (FELANI CLINIC) REF NO: CJMH 01/2024 (X1 POST)**

SALARY : R627 474 - R703 752 per annum. Other Benefits: 13th Cheque Rural Allowance is compulsory Homeowner's allowance must meet prescribed requirements)

CENTRE REQUIREMENTS : Charles Johnson Memorial Hospital
 : Grade 12/Senior certificate. An appropriate B Degree/Diploma in General nursing and Midwifery and 1 year course in Clinical health assessment and care. Minimum of 9 years appropriate/recognizable nursing experience after registration as Professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in PHC after obtaining the 1-year post-basic qualification in Clinical Health assessment, treatment and Care accredited with the SANC. Current registration with SANC as General Nurse, Midwifery and Primary Health Care Nurse. Current registration with SANC receipt 2024. Certificate of service signed by the HR Manager must be attached Knowledge, Skills Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill. Knowledge of TB control, HIV/AIDS management and ARV. Conflict management. Interpersonal and team building skills. Communication skills.

DUTIES : Promote quality nursing care as directed by the professional scope of practice and standards as determined by the PHC Core package, norms and standard and ideal Clinic Realization. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control and perform consequence management where necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs and requirements. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Monitor and evaluate the care and management of all patients through clinical audits. Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved. No relocation or S&T claims will be paid due to financial constraints.

ENQUIRIES : Deputy Manager Nursing: Mrs T P Ndlovu Tel No: (034) 271 6405

- APPLICATIONS** : Applications should be e-mailed to: zanele.zwane@kznhealth.gov.za Charles Johnson Hospital, Lot 92 Hlubi Street Nqutu, 3135
- NOTE** : The following documents must be submitted: Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed curriculum vitae.
- CLOSING DATE** : 02 February 2024
- POST 02/67** : **PHC SUPERVISOR –PHC EMMAUS REF NO: EMS/08/2024 (X1 POST)**
- SALARY** : R627 474 - R703 752 per annum. Other Benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) Plus (8%) Rural Allowance.
- CENTRE REQUIREMENTS** :
 Emmaus Hospital
 Matric/Senior certificate/Grade 12. Degree/Diploma in General nursing, midwifery plus 1 year post basic qualification in Primary Health Care As per R212 SANC Regulation. Current Registration with SANC as Professional Nurse and Primary Health Care Nurse/ Community Health Nurse with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care A minimum of 9 years appropriate/ recognizable experience in nursing as a Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care Nurse/ Community Health Assessment, Treatment and care. Knowledge & Skills Knowledge of nursing care processes and procedures and other relevant legal framework such as Nursing Act, Mental Health Act, OH&s Act, Batho-Pele and Patients Right Charter, Labour Relation Act, Grievance Procedures, etc. Leadership, organizational decision making and problem-solving abilities. Interpersonal skills including public relations, team building, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resource under management. Computer skills in basic programs. Knowledge of SANC rules and regular scope of practice, Labour relations and departmental policies.
- DUTIES** : Provision of comprehensive Primary Health care. Supervision of effective implementation of all programs at all facilities and mobiles. Supervision of provision of services according to guidelines and standards. Participate, supervise and support participation of operational managers in operation of Sukuma Sakhe. Support and supervise effective implementation of ICDM and NCS to ensure that all facilities reach at least 70% ICRM scoring. Effective supervision of implementation of CCMDD and appointment system in the facilities ensure that each facility register at least 40% NCD and 60% ARV on CCMDD. Provide administrative services. Supervise and monitor that EPMDs are written for all staff and submitted on time. Ensure that weekly off duties are written and submit on time and have some displayed in the facility. Ensure that data management is done according to SOP's. Data dictionary and data policy is available and communicated to all staff members. Monitor QIPs developed are implemented and progress monitored. Make sure that clinic that is signed off on TIER. NET and ETR maintain the status. Provision of clinical services. Monitor management of schedule 5&6 drugs and conduct monthly stock counts for these drugs in quarterly bases. Provision of educational services. Supervise and support establishment of training needs of all staff members in all facilities. Usage of equipment and machinery. Supervise and ensure that inventory book/forms is available and up to date in all facilities. Support and supervise appropriate ordering and maintenance of equipment all facilities.
- ENQUIRIES APPLICATIONS** :
 Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312
 : 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 CV. 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.

NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to the successful candidate, due to budget constraints.

- CLOSING DATE** : 02 February 2024 at 16:00
- POST 02/68** : **OPERATION MANAGER SPECIALTY (MARTENITY) REF NO: EMS/01/2024 (X1 POST)**
Re- Advertisement – Those who previously applied must re-apply
- SALARY** : Grade 1: R627 474 – R703 752 per annum. Other Benefits: Medical Aid (Optional) 13th Cheque Plus (8%) rural Allowance, Housing allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Emmaus Hospital
Senior Certificate (Grade 12). Degree/ Diploma in General Nursing science. Minimum of 7 years appropriate recognizable experience in nursing after registration as professional nurse with midwifery.5 year post basic qualification in midwifery and neonatal nursing science. Registration with SANC for 2023. Certificate of service endorsed by human resource management. Knowledge & Skills Leadership, management, planning, organizing and co-ordination skill. knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies, and procedure and best practices in nursing care service delivery. good communication, interpersonal, negotiation, decision-making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skill. Knowledge of code conduct, labour relations and related policies.
- DUTIES** : Ensure that maternal and programs are implemented. Coordination of optimal nursing care provided within set standards. Ensure the implementation of e-health in unit. ensure compliance with OHSC standards in preparation of NHI. ensure adherence to all policies, procedure and guidelines. Ensure effective utilization of resources. Implementation of plan of obstetric emergencies. Facilitate and monitor ESMOE, BANC, PPIP, EPOC and HBB in your unit. Assist in the reduction of complaints and patient safety incidence.
- ENQUIRIES APPLICATIONS** : Ms TN Maphumulo Tel No: (036) 488 1570, ext. 8315
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. NB: No Subsistence and Travelling Allowance will be paid for interviews and also No Resettlement allowance will be paid to successful candidates, Due to budget constraints.
- CLOSING DATE** : 02 February 2024 at 16:00
- POST 02/69** : **OPERATIONAL MANAGER NURSING (PHC) –EMMAUS GATE CLINIC REF NO: EMS/02/2024 (X1 POST)**
- SALARY** : R627 474 - R703 752 per annum. Other Benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) Plus (8%) Rural Allowance.
- CENTRE REQUIREMENTS** : Emmaus Hospital
Matric/Senior certificate/Grade 12. Degree/Diploma in General nursing, midwifery plus 1 year post basic qualification in Primary Health Care As per R212 SANC Regulation. Current Registration with SANC as Professional Nurse and Primary Health Care Nurse/ Community Health Nurse with specialization in Clinical Nursing Science, Health Assessment, Treatment and

Care A minimum of 9 years appropriate/ recognizable experience in nursing as a Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care Nurse/ Community Health Assessment, Treatment and care. Knowledge & Skills Knowledge of nursing care processes and procedures and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho-Pele and Patients Right Charter, Labour Relation Act, Grievance Procedures, etc. Leadership, organizational decision making and problem-solving abilities. Interpersonal skills including public relations, team building, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resource under management. Computer skills in basic programs. Knowledge of SANC rules and regular scope of practice, Labour relations and departmental policies.

DUTIES

: Implementation of the following: programs FP, YFS, BANC, NIMART, HAST, PMTCT, IMCI, IPC, Q/A, HPRS, appointment system and health and safety. Provision of all services according to guideline and standards. Effective implementation of ICDM and ensure that ICDM status is met and maintained. Establishment of at least 1 chronic clubs and or adherence clubs in the community. Effective implementation of rationalization of registers in the facility Effective implementation of CCMDD and ensure that set targets of 40% NCDs and 60% ARTs are met. Participating in operation Sukuma Sakhe through monthly attendance and fully participation in war room meetings. Effective support of community care givers with evidence of weekly meetings held e.g. attendance registers. Hold monthly meeting with the clinic committee and have evidence of these meetings. Ensure that all services are provided at the facility according to the level of the clinic. Ensure that all clients are attended to and are provided with required services or referred according to their need. Establish effective relationship with traditional health practitioner in the area to ensure collaboration in patient care by ensuring that there is at least one member of clinic committee is a traditional. Fully own and support Philamntwana centers. Conduct monthly outreach campaigns to ensure that service is made accessible to all clients on the hard to reach areas. Establishment and maintain good working relationships with the supporting partners/NGOs. Effective implementation of Covid 19 guidelines and support for outreach teams. Ensure that all staff members, visitors and clients entering the facility are screened to exclude Covid 19 and that testing is done for appropriate people. Identify isolation and staff for the management of Covid 19 symptomatic clients.

ENQUIRIES

: Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312

APPLICATIONS

: 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 CV. Only shortlisted candidates will be required to submit certified copies of qualifications. 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. NB: No Subsistence and Travelling allowance will be paid for interviews and also No Resettlement Allowance will be paid to the successful candidate, due to budget constraints.

CLOSING DATE

: 02 February 2024 at 16:00

POST 02/70

: **OPERATIONAL MANAGER NURSING – SPECIALITY UNIT REF NO: OPM SPEC T&E 01/2024**
 Component: Trauma &Emergency Unit

SALARY

: R627 474 per annum. Other Benefits: medical aid (optional) housing allowance: employee must meet prescribed requirements/rural allowance/13th cheque.)

CENTRE REQUIREMENTS

: Eshowe District Hospital
 : Basic R425 qualification-Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse and

Midwifery. One (01) year Post basic qualification in the speciality (Trauma & Emergency/ICU). A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing and Midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience in trauma and emergency (casualty) and intensive care unit (ICU), after obtaining the 1 year post-basic qualification in (Trauma & Emergency/ICU). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Recommendations: Diploma /degree in nursing administration. Knowledge, Skills and Competencies: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills.

DUTIES

: To exercise overall supervision on the departments, identify needs and formulate health care programs and oversee implementation thereof. Ensure implementation and maintenance of clinical competencies and to ensure that scientific principles of nursing processes are maintained. Work with members of the multidisciplinary Health team in the formulation of policies related to the area of responsibility. Contribute to the development of clinical management guidelines and protocols for management of patients and to ensure that these support an acceptable level of care within reasonable resources. Provide leadership in the implementation of the OHSC. Ensure proper use and control of all resources, ensuring that operations remain within budget. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism. Ensure implementation of priority programmes to reduce morbidity and mortality from communicable and non-communicable diseases and trauma cases. Improve management of trauma and casualty cases. Ensure implementation of guidelines, triaging and resuscitation protocols. Ensure management and effective running of trauma and casualty unit.

**ENQUIRIES
APPLICATIONS**

: Deputy Nursing Manager: Mr MT Dube Tel No: (035) 473 4500
 : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. Applications may be posted, hand-delivered or 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: EshoweHospital.HRJobApplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOAC) 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 (DOAC) at www.kznonline.gov.za/kznjobs. The Department reserves the right not to fill the post after advertisement. No faxed applications will be considered.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The appointments are subject to positive outcomes obtained from 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, drivers 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 should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

<u>CLOSING DATE</u>	:	02 February 2024
<u>POST 02/71</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY STREAM) REF NO: UMZ01/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R627 474 per annum. 13th cheque, housing allowance (employee to meet Prescribed requirements), medical aid (optional).
<u>CENTRE</u>	:	Umzimkhulu Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric or equivalent qualification. Degree/Diploma in General Nursing (R425 qualification or equivalent) that allows registration with the SANC as a Professional Nurse. Registration Certificate with SANC as a Professional Nurse. Diploma in Post Basic Psychiatric Nursing Science/Advanced Psychiatric Nursing with a duration of at least one year, accredited with the South African Nursing Council. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Psychiatric Nursing Specialty. Registration with South African Nursing Council as a General and Psychiatric Nurse (2023 SANC receipt). Certificate of service which is obtainable from your Human resource office, previous or current experience. Knowledge, skills, training and competencies required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Knowledge of National Core Standards, Ideal Hospital Realization, Infection Prevention and Control programmes and Mental Health Care Act. Basic understanding of Human Resources Management and Financial Management policies and practices. Good verbal and written communication skills, time management, and report writing skills. Decision making, analytical thinking, problem solving and report writing skills. Supervisory and change management skills. Interpersonal skills, conflict management skills, problem solving and decision-making skills. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>DUTIES</u>	:	Participate in planning, organizing and monitoring of objectives of the unit in line with strategic and operational plan of the institution. Ensure a comprehensive clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. 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. Ensure provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the unit. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Ensure that all programs related to psychiatric nursing are implemented. Provide guidance and support in management of psychiatric patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analysing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Ensure compliance to professionalism and ethical practice Manage and monitor proper utilization of human resources, financial and physical resources. Monitor and evaluate staff performance (EPMDS) and deal with identified developmental needs. Exercise control over discipline and manage grievances and staff conflicts in terms of laid down policies and procedures. Provide a safe therapeutic environment as laid down by the Occupational Health and Safety Act and all other applicable prescripts. Manage complaints and patient safety incidents according to departmental policies. Ensure effective records management, data management and timeous submission of monthly reports Monitor and ensure that all nurses are licensed to practice. Perform duties as delegated by the supervisor and relief duties of the Assistant Manager's Office as requested.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P.N. Mbelu Tel No: (039) 259 0310, ext. 111 Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 or Drop Off in the application Box, Umzimkhulu Hospital or email:nkosinathi.bangani@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Mr. E.N. Bangani

NOTE : Directions to candidates: The following documents must be submitted: Applicants are required to submit new Z83 and detailed CV (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of Experience will be requested from shortlisted candidates only, don't include in your application. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate receiving applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. It is applicant responsibility to have foreign qualifications and national certificate (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other Vetting procedures. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE : 09 February 2024

POST 02/72 : **ASSISTANT DIRECTOR: SPEECH THERAPIST REF NO: PSH 05/ 2024 (X1 POST)**

SALARY : R578 367 per annum. Other Benefits: 17% Rural Allowance Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Port Shepstone Regional Hospital

REQUIREMENTS : Matric, Appropriate qualification that allows registration with the HPCSA as a Speech Therapist. Current registration with HPCSA as a Speech Therapist 2023/2024. A minimum of 8 years relevant experience after registration with HPCSA as an independent practitioner of which 5 years must be experience in Supervisor / Management Certificate of service endorsed by HR Knowledge, Skills and Competencies Required Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedure. Human Resource and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of competency in high quality diagnostic and therapeutic Speech therapy service. Ability to function under pressure and professional ethics. Policy formulation and analysis skills. Internal audit skill.

DUTIES : Execute all Speech Therapy management duties, administrative functions, supervision and responsibilities to the best of ability and within all applicable legislation. Provide a consultative Speech Therapy and rehabilitation services to health professionals and patients. Develop protocols to ensure that Speech Therapy and rehabilitation services comply with occupational health and safety. Manage the allocated budget and implement the financial management system for the Speech Therapy department. Maintain the optimal utilisation of human resources in the Speech Therapy department. Conduct employee performance and development system. Provide expert advice and guidance on the selection and purchase of speech therapy equipment whilst ensuring quality cost effectiveness. Provide clinical training to Speech Therapy students from tertiary institutions. Ensure the department is compliant to NCS, IPC, OHS acts Be part of relevant committees at PSRH and represent the department on various meetings including cash flow. Ensure compliance to Quality Improvement projects within the hospital Maintain the operational reliability of the department. Perform administrative and clinical duties as needed.

ENQUIRIES : Dr PB Dlamini Tel No: (039) 688 6147/Dr M Panajatovic Tel No: (039) 688 6044

APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240. NB: Applicants are encouraged to utilise courier services or 11 – 17 Bazley Street, Port Shepstone, 4240.

FOR ATTENTION : Mr ZM Zulu

NOTE : Detailed application for employment (Z83) and Curriculum Vitae (only shortlisted candidates will be requested to submit proof of qualifications and other related documents). Due to financial constraints, there will be no payment of S&T Claims. The appointment is subject to positive outcome obtained from

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

CLOSING DATE

02 February 2024

POST 02/73

: **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: DPKISMH 71/2023 (X1 POST)**
Component: Radiography

SALARY

: Grade 1: R520 785 – R578 367 per annum. Benefits: 13th Cheque plus Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

CENTRE REQUIREMENTS

: Dr Pixley Ka Isaka Seme Memorial Hospital
: Senior Certificate/Grade 12 or Equivalent. National Diploma/Degree with Diagnostic Radiography. Registration with HPCSA as a Diagnostic Radiographer. Current registration with HPCSA as a Diagnostic Radiographer (2023/2024). Minimum of 3 years' experience after registration with HPCSA as a Diagnostic Radiographer. Current and previous experience endorsed by Human Resources department will be required from shortlisted candidates. All successful candidates will have to spend minimum one year in service. Recommendations: Computer Literacy. Exposure to PACS/RIS and Digital environment will be an added advantage Knowledge Skills Training and Competencies Required: Sound knowledge of diagnostic radiography procedures and equipment. Sound knowledge of Radiation Control and safety measures. Sound knowledge of relevant Health and Safety Acts. Ability to communicate effectively and problem-solving skills. Good interpersonal relations and ability to perform well within a team. Ability to perform quality assurance tests as stipulated by radiation control directorate. Sound knowledge of Public Service Human Resource policies and procedures including EPMDs. Ability to supervise junior, support staff and student radiographers.

DUTIES

: To provide high quality diagnostic radiographic imaging for X-ray, CT, MRI and Fluoroscopy services. To promote good health practices and ensure optimal care to patients. To execute all clinical procedures competently to prevent complications. To provide a 24-hour radiographic service including weekends and public holidays. To comply with safety and radiation protection standards. To contribute to the overall work process in the component. To comply with and promote Batho Pele principles in the execution of all duties for effective service delivery. Participate in quality assurance and quality improvement projects including implementation of the National Core standards. Participate in departmental policies and procedure development. Participate in monthly departmental meetings and other activities when called upon. Participate and carry out EPMDs on members of staff allocated under your supervision. Be actively involved in In-service training, student training and Peer Review and CPD activities and supervision of support staff. Perform other duties as per delegation by radiography management.

ENQUIRIES APPLICATIONS

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

FOR ATTENTION NOTE

: Deputy Director: HRM
: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an

equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. 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). (N.B) African males are encouraged to apply for these posts.

- CLOSING DATE** : 02 February 2024
- POST 02/74** : **OPERATIONAL MANAGER- NIGHT DUTY REF NO: PSH 02/2024 (X2 POSTS)**
- SALARY** : R497 193 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : Port Shepstone Regional Hospital
- REQUIREMENTS** :
 Matric/Senior Certificate Degree / Diploma in General nursing science Diploma in Midwifery nursing science Current registration with South African Nursing Council as a general nurse and midwife/Accoucher. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a general nurse and midwife in a hospital environment Current SANC Receipt for 2024 Certificate of service endorsed by HR Knowledge, Skills and Experience: Leadership, management, planning, organizing and co-ordination skills. Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery. Clinical competencies and policy formulation. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs, clinical guidelines, protocols, policies and procedures. Good communication, interpersonal, negotiation, decision-making, problem-solving, conflict management, counselling, teaching, mentorship and supervisory skills. Basic financial management skills Knowledge of Code of Conduct, Labour Relations and related policies.
- DUTIES** :
 Ensure smooth running of the hospital in the absence of senior management. Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner Facilitate and strengthen implementation of health care service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence Participate and ensure implementation of Regulated Norms and Standards, National Health Priorities, Ideal hospital and maintenance realization, Batho Pele principles, quality improvement initiatives including national priority program plans. Identify staff training needs, ensure that effective development takes place and monitor performance thereof. Ensure that KZN priority objectives are met and demonstrate effective communication with staff, patients, colleagues and clinicians including report writing and presentation and ensure effective and efficient management and utilization of resources including staff, material, financial, etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Participate in analysis, formulation, implementation and review of hospital and unit standard operating procedures, standards and procedures. Take charge ship of hospital after hours in the absence of senior management. Ensure efficient data flow and information management and maintain client and staff satisfaction through setting and monitoring of service standards. Demonstrate adequate knowledge of Covid-19 protocols.
- ENQUIRIES** : Mrs MC Maqutu Tel No: (039) 688 6117
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240. NB: Applicants are encouraged to utilise courier services.
- FOR ATTENTION** : Mr ZM Zulu
- NOTE** : Detailed application for employment (Z83) and Curriculum Vitae. (Only shortlisted candidates will be requested to submit proof of qualifications and other related documents). NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to

positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

<u>CLOSING DATE</u>	:	02 February 2024
<u>POST 02/75</u>	:	<u>OPERATIONAL MANAGER- GENERAL STREAM REF NO: PSH 04/2024 (X1 POST)</u>
<u>SALARY</u>	:	R497 193 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Regional Hospital - Internal Medicine (TCC) Matric/Senior Certificate. Degree/Diploma in General nursing science. Diploma in Midwifery nursing science. Diploma in Psychiatric nursing science. Current registration with South African Nursing Council as a general nurse and midwife/Accoucher and Psychiatric nursing science A minimum of 7 years appropriate/recognizable experience in a hospital environment after registration as a professional nurse of which 3 years should be experience in Forensic nursing unit (TCC). Current SANC Receipt for 2024. Certificate of service endorsed by HR. Knowledge, Skills and Experience: Leadership, management, planning, organizing and co-ordination skills. Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery. Ability to apply the legal provisions governing Nursing Practice including the Scope of Practice of the Professional Nurse and the Nursing Act and omissions in relation to Forensic Nursing Practice. Clinical competencies and policy formulation. Ability to observe national and international codes, treaties e.g. Gender-Based Violence (GBV) Human Rights Ability to function within the broader legislative framework e.g. National Health Act, Nursing Act and its Regulations, Legislation and Regulations specific to Forensics, including but not limited to Sexual Offences Act (SOA), National SA Policy and Guidelines: Provincial policies, guidelines and protocols; Human Tissue Act, Criminal Procedure Act, Domestic Violence Act, Child Care Act, Human Trafficking Act, Children's Act, Child Justice Bill, Medicine and related substances Act, Promotion of Access to information Act, CTOP Act and Ethical Code of Conduct Ability to observe the Victim's Rights Charter while taking cognizance of the rights of the alleged perpetrator. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs, clinical guidelines, protocols, policies and procedures. Good communication, interpersonal, negotiation, decision-making, problem-solving, conflict management, counselling, teaching, mentorship and supervisory skills. Basic financial management skills. Knowledge of Code of Conduct, Labour Relations and related policies.
<u>DUTIES</u>	:	Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner. Facilitate and strengthen implementation of health care service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Participate and ensure implementation of Regulated Norms and Standards, National Health Priorities, Ideal hospital and maintenance realization, Batho Pele principles, quality improvement initiatives including national priority program plans. Identify staff training needs, ensure that effective development takes place and monitor performance thereof. Ensure that KZN priority objectives are met and demonstrate effective communication with staff, patients, colleagues and clinicians including report writing and presentation and ensure effective and efficient management and utilization of resources including staff, material, financial, etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Exercises oversight and audits to ensure compliance with the forensic nursing policies, guidelines and protocols. Acts as mentor/teacher to nurses, doctors and continuous professional development of others within the medico-legal services. Facilitates regular meetings, peer support, case reviews and debriefing sessions. Maintains intersectoral coordination of stakeholder relevant to Forensic Nursing. Presents expert legal testimony and an opinion in an unbiased and objective manner. Develops and ensures implementation of required medico- legal policies, guidelines and protocols in relation to Forensic Nursing. Ensures safe and proper storage, administration and recording of all forensic material. Leads and participates in developing and adapting Forensic Nursing Practice standards to the health care environment. Applies knowledge and interpretation of all relevant documents e.g. the SAPS form 308 and 308A in management of cases. Participates in analysis, formulation, implementation and review of hospital and unit standard operating

procedures, standards and procedures. Take charge ship of hospital after hours in the absence of senior management. Ensure efficient data flow and information management and maintain client and staff satisfaction through setting and monitoring of service standards. Demonstrate adequate knowledge of Covid-19 protocols. Attend meetings held in the institution/outside.

ENQUIRIES : Mrs MC Maqutu Tel No: (039) 688 6117

APPLICATIONS : Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240. NB: Applicants are encouraged to utilise courier services.

FOR ATTENTION : Mr ZM Zulu

NOTE : Detailed application for employment (Z83) and Curriculum Vitae. (Only shortlisted candidates will be requested to submit proof of qualifications and other related documents). NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 02 February 2024

POST 02/76 : **ULTRASOUND RADIOGRAPHER (ULTRASONOGRAPHER) GRADE 1, 2, 3 REF NO: DPKISMH 68/2023 (X2 POSTS)**
Component: Radiography

SALARY : Grade 1: R457 659 - R506 016 per annum
Grade 2: R538 284 – R595 251 per annum
Grade 3: R630 573 – R658 482 per annum
Benefits: 13th Cheque plus Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : **Grade 1:** No experience after registration with HPCSA in respect of RSA qualified applicants. One-year relevant experience after registration with recognised. Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa after registration with HPCSA. **Grade 2:** A minimum of ten years (10) relevant experience after registration with HPCSA in relevant profession. A minimum of eleven (11) years relevant experience after registration with a recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of twenty years (20) relevant experience after registration with HPCSA in relevant profession. A minimum of twenty-one (21) years relevant experience after registration with a recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Matric/Grade 12 or Equivalent. National Diploma/Degree in Radiography (Ultrasound). Registration certificate with HPCSA as an ultrasound radiographer. Current receipt of annual payment with HPCSA (2023/2024) – Independent Practice. Current and previous experience endorsed by Human Resources department will be required from shortlisted candidates. All successful candidates will have to spend minimum one year in service. Knowledge Skills Training and Competencies Required: Sound knowledge of diagnostic sonography practice and ethos. Ability to perform quality assurance tests. Knowledge of relevant Health and Safety Acts. Knowledge of current health and public service, legislation, regulations and policy. Good communication and interpersonal skills, decision making and problem-solving skills. Planning and organization skills.

DUTIES : Provide high quality ultrasound services consistent with scope of practice and clinical standards. Execute all clinical procedures and examinations competently to prevent patient safety incidences and miscommunication. Inspect and use equipment to ensure compliance with safety standards. Assist in compiling reports and statistics for work area. Provide health education on patient's conditions whilst upholding patient's rights and keeping to scope of practice. Participate in Quality Assurance Programme. Participate in EPMDS. Promote Batho Pele Principles in the execution of duties for effective and efficient service delivery. Assist with ultrasound patient bookings by ensuring

request forms are filled properly with adequate medical and clinical information to carry out examination. Promote good health practices and ensure optimal patient care. Provide training, guidance and supervision to junior staff. Perform other duties as per delegation by radiography management.

ENQUIRIES : MS LN Phungula (Assistant Director Radiography) Tel No: (031) 530 1432

APPLICATIONS : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: Pixley.recruitment@kznhealth.gov.za

FOR ATTENTION : Deputy Director: HRM

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. 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).

CLOSING DATE : 02 February 2024

POST 02/77 : **ULTRASOUND RADIOGRAPHER/SONOGRAPHER GRADE 1, 2 & 3 REF NO: UR 2/2024**

SALARY : Grade 1: R441 741 per annum, (all-inclusive package)
Grade 2: R520 785 per annum, (all-inclusive package)
Grade 3: R612 642 per annum, (all-inclusive package)
Other Benefits: 12 % In- Hospitable Allowance of basic salary.

CENTRE : Eshowe District Hospital

REQUIREMENTS : Senior Certificate/Grade 12. Three (3) year National Diploma of B Tech Degree in Diagnostic and Acts. Current registration with the Health Professions Council of South Africa (HPCSA) as a Sonographer. NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. **Grade 1:** Experience- Nil for South African Radiographers that have completed Community Service and One (1) year relevant experience after registration as a Sonographer with recognised Health Professional Council in respect of Foreign qualified Sonographer. **Grade 2:** Experience -Ten (10) years appropriate experience after registration with the HPCSA as a Radiographer and Eleven (11) years' experience after registration as a Sonographer with the recognised Health Professional Council in respect of foreign qualified Sonographer. **Grade 3:** Experience -Twenty (20) years appropriate experience after registration with the HPCSA as a Radiographer and Twenty-one (21) years' experience after registration as a Sonographer with the recognised Health Professional Council in respect of foreign qualified Sonographer. Knowledge, Skills and Competencies: Sound knowledge of ultrasound procedures. Knowledge of quality assurance procedures and methods. Sound communication, interpersonal, problem solving, teaching and training skills.

DUTIES : Provide high quality ultrasound services according to the patient's needs. To promote good health practices and ensure optimal patient care. Execute all ultrasound procedure completely to prevent complications. Provide general administrative duties as required. Provide guidance and supervision to junior staff. Participate in institutional radiographic policy making and planning for service delivery. Promote Batho Pele principles in the execution of all duties for effective service delivery. Give factual information to patients and clients on ultrasound examinations. Participate in departmental Quality assurance, quality improvement programs and National Core Standards. Inspect and use

**ENQUIRIES
APPLICATIONS**

equipment professionally to ensure that they comply with safety standards. Develop protocols to ensure that the sonographic services comply with the required prescripts. Participate in ultrasound quality assurance programmes. Participate in continued Professional Development (CPD) programmes.
: Medical Manager: Dr S Buthelezi Tel No: (035) 473 4500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. Applications may be posted, hand-delivered or 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. EshoweHospital.HRJobApplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOAC) 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 (DOAC) at www.kznonline.gov.za/kznjobs. The Department reserves the right not to fill the post after advertisement. No faxed applications will be considered.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but **must** submit the Z83 and detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. The appointments are subject to positive outcomes obtained from 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 should feel free to apply. Shortlisted candidates will not be compensated for Subsistence and Travelling claims (S&T).

CLOSING DATE

: 02 February 2024

POST 02/78

: **PROFESSIONAL NURSE SPECIALTY GRADE 1 OR 2 REF NO: DPKISMH 69/2023 (X1 POST)**
Component: Theatre Complex

SALARY

: Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Benefits: 13th Cheque plus Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Dr Pixley Ka Isaka Seme Memorial Hospital
: **Grade 1:** A minimum of four (04) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate /recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate /recognizable experience after obtaining the One year Post Basic qualification in the relevant specialty. Senior Certificate/Grade 12 or Equivalent. Degree /Diploma in General Nursing and Midwifery. One year Post Basic Qualification in Operating Theatre Nursing Science. Current Registration with SANC as a Professional Nurse (2023 receipt). A minimum of four (04) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Proof of current/previous work experience endorsed and stamped by HR will be required from shortlisted candidates. Successful candidate will have to spend minimum one year in service. Knowledge Skills Training and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and

Procedures in the Public Service. Financial and Budgetary knowledge pertaining to relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, liaisons, and Interpersonal Skills within the limits of the Public Sector and Institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital. Ensure that high quality of nursing care is rendered to all clients accessing Operating Theatre unit at Dr Pixley Kalsaka Seme Memorial Hospital. Manage utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement Operating Theatre nursing. Instil discipline, professionalism and work ethics amongst employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal Hospital realization and maintenance (IHRM) Norms and Standards (N&S). Maintain a constructive working with multi-disciplinary team members. Provide effective support to nursing services e.g. assist with relief duties to nursing management.

ENQUIRIES : Mrs YYN Ngema (Assistant Nursing Manager Theatre) Tel No: (031) 530 1419
APPLICATIONS : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: Pixley.recruitment@kznhealth.gov.za

FOR ATTENTION : Deputy Director: HRM

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. 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).

CLOSING DATE : 02 February 2024

POST 02/79 : **CLINICAL NURSE PRACTITIONER AMAZI CLINIC REF NO: EMS/07 /2024 (X1 POST)**

SALARY : Grade 1: R431 265 per annum. Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE : Emmaus Hospital
REQUIREMENTS : Senior Certificate/Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing Plus Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation, Valid driver's license, (code8/10). Computer literacy. HAST knowledge. Knowledge and Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.

DUTIES : Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication

with patient's 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 quality nursing care. Diagnose, treat and dispense medication. Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase the level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard-to-reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is complaint to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.

- ENQUIRIES** : Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312
- APPLICATIONS** : 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.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate 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. No faxed or e-mailed applications will be considered. 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. NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to the successful candidate, due to budget constraints.
- CLOSING DATE** : 02 February 2024 @ 16:00
- POST 02/80** : **CLINICAL NURSE PRACTITIONER BUSINGATHA CLINIC REF NO: EMS/05/2024 (X1 POST)**
- SALARY** : Grade 1: R431 265 per annum. Other Benefits, 13th Cheque, Plus (8%) Rural allowance. Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing plus Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation: Valid driver's license, (code8/10). Computer literacy. HAST knowledge. Knowledge and Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.
- DUTIES** : Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient 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 quality nursing care. Diagnose, treat and dispense medication. Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and

willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard-to-reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is complaint to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.

- ENQUIRIES** : Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312
- APPLICATIONS** : 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.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate 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. No faxed or e-mailed applications will be considered. 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. NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to the successful candidate, due to budget constraints.
- CLOSING DATE** : 02 February 2024 @ 16:00
- POST 02/81** : **CLINICAL NURSE PRACTITIONER OLIVIERSHOEK CLINIC REF NO: EMS/03/2024 (X2 POSTS)**
- SALARY** : Grade 1: R431 265 per annum. Other Benefits: 13th Cheque, Plus (8%) Rural allowance. Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing PLUS Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation, Valid driver's license, (code8/10). Computer literacy. HAST knowledge. Knowledge and Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures
- DUTIES** : Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient 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 quality nursing care. Diagnose, treat and dispense medication. Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door

to door campaigns to improve access of health services to hard-to-reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is complaint to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.

ENQUIRIES APPLICATIONS

: Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312
 : 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.

FOR ATTENTION NOTE

: Human Resource Manager
 : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate 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. No faxed or e-mailed applications will be considered. 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

: 02 February 2024 @ 16:00

POST 02/82

: **CLINICAL NURSE PRACTITIONER BERGVILLE CLINIC REF NO: EMS/04/2024 (X1 POST)**

SALARY

: Grade 1: R431 265 per annum. Other Benefits, 13th Cheque, Plus (8%) Rural allowance. Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE REQUIREMENTS

: Emmaus Hospital
 : Senior Certificate/Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing plus Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation, Valid driver's license, (code8/10). Computer literacy. HAST knowledge. Knowledge and Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.

DUTIES

: Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient 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 quality nursing care. Diagnose, treat and dispense medication. Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase the level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard-to-reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is complaint to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.

ENQUIRIES APPLICATIONS : Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312
 : 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 Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate 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. NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to the successful candidate, due to budget constraints.

CLOSING DATE : 02 February 2024 @ 16:00

POST 02/83 : **CLINICAL NURSE PRACTITIONER EMMAUS GATE CLINIC REF NO: EMS/06/2024 (X1 POST)**

SALARY : Grade 1: R431 265 per annum. Plus 13th Cheque, Plus Rural allowance (8%). Plus, Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE REQUIREMENTS : Emmaus Hospital
 : Senior Certificate/Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing Plus Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation: Valid driver's license, (code8/10). Computer literacy. HAST knowledge. Knowledge and Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.

DUTIES : Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient 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 quality nursing care. Diagnose, treat and dispense medication. Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase the level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard-to-reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is complaint to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.

ENQUIRIES APPLICATIONS : Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312
 : 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 Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate 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. NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to the successful candidate, due to budget constraints.

CLOSING DATE : 02 February 2024 @ 16:00

POST 02/84 : **CLINICAL NURSE PRACTITIONER MENS HEALTH REF NO: EMS/09/2024 (X1 POST)**

SALARY : Grade 1: R431 265 per annum. Other Benefits, 13th Cheque, Plus (8%) Rural allowance. Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE REQUIREMENTS : Emmaus Hospital
 : Senior Certificate/Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing Plus Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation: Valid driver's license, (code8/10). Computer literacy. HAST knowledge. Knowledge and Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.

DUTIES : Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient 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 quality nursing care. Diagnose, treat and dispense medication. Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase the level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access to health services to hard-to-reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is compliant to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.

ENQUIRIES APPLICATIONS : Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312
 : 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 Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate 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. NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to the successful candidate, due to budget constraints.

CLOSING DATE

02 February 2024 @ 16:00

POST 02/85

: **CLINICAL PROGRAMME COORDINATOR (QUALITY ASSURANCE) REF NO: OSI QA 1/2024 (X1 POST)**

SALARY

: R431 265 – R497 193 per annum. Other benefits: 13th Cheque / service bonus, plus 8% rural allowance, home owners allowance (employee must meet prescribed requirements) medical aid (optional)

CENTRE REQUIREMENTS

: Osindisweni District Hospital
: Grade 12 certificate or equivalent. Diploma/Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration Certificates from South African Nursing Council as Professional Nurse and Advance Midwifery and Neonatal Nursing Science. Current registration with South African Nursing Council as a General Nurse, and Advanced Midwife (SANC Receipt for 2023). A minimum of 7 years appropriate or recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Current and previous experience endorsed and stamped by Human Resource (Employment History). Applicants to submit certified copies/attachment/proof/certificates/ID/Driver's License/qualifications only when shortlisted. Knowledge, Skills, Training and Competencies Required. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as, Nursing Act, Health Act, Occupational Health and Safety Act, Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team.

DUTIES

: Manage programme of customer care in the hospital and clinics. Promote infection, prevention and control guidelines that protect employees from occupational risk and hazards. To plan, monitor and evaluate all infectious prevention and control practices. To ensure that environment is infection free, and cleanliness is maintained. To perform infection control and National Core Standards audits and waiting times and give feedback to all stakeholders. Overall supervision of all infection and prevention activities within the hospital and clinics. Ensure that all protective material is available to prevent hospital acquired infection by employees. Conduct orientation to new personnel and also to give in-service education on infection prevention and control for all staff and patients. Monitor Covid-19 Statistics and report to the next level. Conduct disease surveillance. Monitor infection rate using relevant tools and generate report. Conduct hand washing audits. Assist departmental heads with projects. Analyse health indicators. Develop quality improvement plans. Ensure that all notifiable conditions are identified and reported to all levels of care as required. Ensure that the hand wash drives for both staff and community is done annually. Implement all amicable solution to challenges encountered during audit and report to hospital management. Organization and monitoring of set objectives provided within the norms and standards of nursing professional and nursing. Ensure availability, functionality and servicing of all equipment in the unit. Exercise control measures for resources in the units.

ENQUIRIES APPLICATIONS

: Mr JN Shabane (Chief Executive Officer) Tel No: (032) 541 9201
: Applications to be forwarded to: Human Resource Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340 or hand delivered to: Human Resource Department at Osindisweni District Hospital, Oakford Road, Verulam, 4340.

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 appointment is 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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. Osindisweni District 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** : 02 February 2024
- POST 02/86** : **PROFESSIONAL NURSE SPECIALTY-OCCUPATIONAL HEALTH NURSE REF NO: LRH 01/2024 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Housing Allowance (employees must meet the prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance. Appropriate/Recognizable experience after registration in the specialty is recognised to determine the salary on appointment. Only Certificate/S of service from the previous employer/s in the specialty is recognised for this purpose.
- CENTRE REQUIREMENTS** : Ladysmith Regional Hospital
: **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification. Diploma/Degree in General Nursing and Midwifery. current registration with SANC (2024). A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Occupational Health Nursing science. A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery. **Grade 2:** Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in General Nursing and Midwifery. Current registration with SANC (2024). Post Basic qualification with a duration of at least one year in Occupational Health Nursing science accredited with SANC. A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in Emergency and Trauma Unit after obtaining the relevant 1 year post basic qualification required for the relevant speciality. Current and previous work experience endorsed by Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience: Knowledge of nursing care processes, procedures, nursing statuses and other relevant framework such as Nursing Act, Health Act, Public Service regulations, Disciplinary Code and Procedures in the Public Service, Knowledge of Code of Conduct, Labour Relations, Conflict Management and Negotiation Skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patients' Rights Charter. Personal attributes, responsiveness, professionalism, supportive, and assertive.
- DUTIES** : Provision of quality emergency nursing care through the implementation of standards and protocols. To develop and ensure implementation of nursing care plans. Identify patients for emergency medical and nursing interventions and initiation of resuscitation measures. Provide comprehensive emergency care inclusive of women's health and other priority programs. Participate in disaster preparedness programs within the institution. Manage and supervise effective utilization of all resources e.g. human, financial, material. Exercise

control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. To uphold the Batho Pele and Patients' Rights Charter Principles. Implement Norms and standards to improve the quality of care. Participate in staff, student and patient teaching. Evaluate patient care programmes from time to time and make proposals for improvement.

**ENQUIRIES
APPLICATIONS**

: Mr SL Dlozi (Deputy Director HRM) Tel No: (036) 637 2111
: All applications should be emailed to LadysmithHospital.Job@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

**FOR ATTENTION
NOTE**

: Mr SL Dlozi
: 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 only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE

: 02 February 2024

POST 02/87

: **CLINICAL NURSE PRACTITIONER GRADE 1&2 – LIMIT HILL CLINIC REF NO: LRH 02/2024 (X1 POST)**

SALARY

: Grade 1: R431 265 – R 497 193 per annum
Grade 2: R528 696 – R 645 720 per annum
Other Benefits: 13th Cheque, Housing Allowance (employees must meet the prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.

**CENTRE
REQUIREMENTS**

: Ladysmith Regional Hospital (Primary Health Care)
: Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery Plus. Current registration with SANC (2024 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Current and previous work experience endorsed by Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, interpersonal and problem-solving skills. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skills.

DUTIES

: Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in

terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Attend and participate in doctor's visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.

**ENQUIRIES
APPLICATIONS**

: Mrs N Nkehli (Assistant Manager Nursing P.H.C) Tel No: (036) 637 2111
 : All applications should be emailed to LadysmithHospital.Job@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

**FOR ATTENTION
NOTE**

: Mr SL Dlozi
 : 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 only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE

: 02 February 2024

POST 02/88

: **PROFESSIONAL NURSE GRADE1&2SPECIALITY-OPERATING THEATRE & CSSD REF NO: LRH 04/2024 (X2 POSTS)**

SALARY

: Grade 1: R431 265 – R497 193 per annum
 : Grade 2: R528 696 – R645 720 per annum
 : Other Benefits: 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance. Appropriate/Recognisable Experience after registration in the specialty is recognised to determine the salary on appointment. Only Certificate/S of service from the previous employer/s in the specialty is recognised for this purpose.

**CENTRE
REQUIREMENTS**

: Ladysmith Regional Hospital
 : Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery PLUS. Current registration with SANC (2024 Receipt). Registration certificates with SANC IN General Nursing and Midwifery Plus. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Theatre Tech Nursing Science. **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse General with the SANC. A post-basic qualification with a duration of at least 1 year Accredited with the SANC of SA in Theater tech. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Current and previous work experience endorsed by Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience Required: 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. Demonstrate effective communication with patients,

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. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho-Pele).

DUTIES : To execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. Assist Operational Manager with overall management and necessary support for effective functioning. To provide nursing care that lends itself to improve service delivery by upholding Batho-Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Ensure the provision and supervision of patients needs. Promote health for clients. Evaluate patient care programmes from time to time and make proposals for improvement.

ENQUIRIES : Mrs TM Buthelezi (Deputy Manager Nursing) Tel No: (036) 637 2111
APPLICATIONS : All applications should be emailed to LadysmithHospital.Job@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION : Mr SL Dlozi
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 only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship, and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 02 February 2024

POST 02/89 : **PROFESSIONAL NURSE SPECIALTY (ORTHOPEADIC) REF NO: LRH 05/2025 (X1 POST)**

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: 8% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
Appropriate/Recognisable experience after registration in the specialty is recognised to determine the salary on appointment. Only Certificate/S of service from the previous employer/s in the specialty is recognised for this purpose.

CENTRE : Ladysmith Regional Hospital
REQUIREMENTS : Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Orthopaedic Nursing Science. Current registration with SANC as professional nurse (2024). **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allow registration with SANC as a Professional Nurse. A post basic qualification in Orthopaedic Nursing Science. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in

Orthopaedic Nursing Science. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Current And Previous Work Experience Endorsed by Human Resource Department NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills, Training and Competences: Basic Computer literacy to enhance service delivery. Appropriate understanding of Nursing Scope of Practice and nursing standards as determined by the surgical component. Knowledge of health and public service legislation, regulations and policies. Excellent communication skills, human relations and ability to teach and train staff within a team. Effective communication with patients, supervisors and other health care professionals. Ability to work within a multi-disciplinary team at all levels and work effectively to maintain high standards of service delivery. Basic understanding of HR and Financial policies and practices. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision making, problem solving, disciplinary and co-ordination skills.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards. A 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 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. Effective utilization of resources.

ENQUIRIES : Mrs TM Buthelezi (Deputy Manager Nursing) Tel No: (036) 637 2111
APPLICATIONS : All applications should be emailed to LadysmithHospital.Job@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION : Mr SL Dlozi
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 only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

CLOSING DATE : 02 February 2024

POST 02/90 : **CLINICAL NURSE PRACTITIONER (GATEWAY) REF NO: OSI CNPG 2/2024 (X1 POST)**

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

Other Benefits: 13th Cheque / service bonus, Plus 8% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional).

CENTRE REQUIREMENTS

: Osindisweni District Hospital
: Grade 12 certificate or equivalent. Diploma / Degree in General nursing and midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse. Computer literacy: MS Office valid driver's licence. **Grade 1:** Grade 12 or Senior Certificate. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. One year post basic Qualification in Primary Health Care. Current registration with SANC (2023 receipt). Current and previous experience endorsed and stamped by Human Resource (Employment History). Applicants to submit certified copies/attachment/proof/certificates/ID/Driver's License/qualifications only when shortlisted. **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 appropriate/recognizable experience after obtaining the one-year post qualification in Primary Health Care. Current and previous experience endorsed and stamped by Human Resource (Employment History). Applicants to submit certified copies/attachment/proof/certificates/ID/Driver's License/qualifications only when shortlisted. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as , Nursing Act, Health Act, Occupational Health and Safety Act, Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team.

DUTIES

: Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care. Facilitate provision of comprehensive package of service of service at PHC level and implementation of quality improvement programs to comply with NHI. Ensure adequate control of human and material resources including vehicles. Supervise and monitor staff performance according to EPMDS. Evaluate and monitor compliance with clinical protocol, norms and standards within the clinic. Analyse, verify and interpret data, compile and submit reports timeously. Deal with the disciplinary and grievance matters including monitoring and managing absenteeism. Ensure the clinic attains, maintains and escalate to the highest Ideal Clinic status and complies with the National Core Standards. Assist, support and participate in clinical audits in the facility. Maintain constructive working relationship with all stake holders i.e. inter-professional, inter-sectoral and multi-disciplinary team. Actively participate in initiatives to decongest the facility i.e. CCMDD projects. Work outside normal working hours and weekends according to community needs. Assist in consultation of patients to reduce waiting times. Supervise outreach services, family health team, school health team, community care givers. Participate in / attend war rooms.

ENQUIRIES APPLICATIONS

: Mrs LC Mtshali (Deputy Manager Nursing) Tel No: (032) 541 9202
: Applications to be forwarded to: Human Resource Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340 or hand delivered to: Human Resource Department at Osindisweni District Hospital, Oakford Road, Verulam, 4340.

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, 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 appointment is 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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. Osindisweni District 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** : 02 February 2024
- POST 02/91** : **PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: OSI ADM 3/2024 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque / service bonus, plus 12% Rural allowance, Home owners Allowance. (Employee must meet prescribed requirements) (Medical Aid (Optional).
- CENTRE REQUIREMENTS** : Osindisweni District Hospital
: **Grade 1:** Senior Certificate / Grade 12 certificate or equivalent qualification. A Diploma or Degree in General Nursing and Midwifery. A Post basic Nursing Qualification with a duration of at least one year accredited with SANC in advanced midwifery. A Minimum of (4) years appropriate experience /recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing and of which at least ten (10) years of the period refers to above must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in Advanced midwifery. Basic computer literacy as a support tool to enhance service delivery. **Grade 2:** Senior Certificate /Grade 12 certificate or equivalent qualification. Diploma or Degree in General Nursing and Midwifery. A post basic Nursing qualification with a duration of at least one year accredited with SANC in Advanced Midwifery. A minimum of fourteen (14) years relevant appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General nursing of which at least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining the 1 year post basic qualification in Advanced Midwifery. Current registration with SANC as a General Nurse, Midwifery and advanced midwifery. Basic computer literacy as a support tool to enhance service delivery. Current and previous experience endorsed and stamped by Human Resource (certificate of service). NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Act and Regulations. Knowledge of SANC rules and regulations. Good communication, leadership, interpersonal and problem-solving skills. Knowledge of code of conduct, labour relations, conflict management and negotiation skills. Ability to function well within a team. Skills in organizing, planning and supervision. Knowledge of Batho Pele principles and patient's right charter. An updated knowledge of the priority programmes and the management thereof.
- DUTIES** : Demonstrate effective communication with patients, supervisors, other health professionals and junior staff including complex report writing as required. Display a concern of patients, promoting advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote quality of nursing care as directed the professional scope of practice and standards as determined by the institution and other regulating bodies. Ensure implementation of legislated Norms & Standards, Ideal hospital and other departmental initiatives provincial priorities. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development. Co-ordinate clinical governance meetings related to the sub-component. Support PHC clinics in maintenance of quality care in SRH including obstetrics and gynaecology services. Exercise control over discipline, grievance on all labour related issued. Ensure effective management.
- ENQUIRIES APPLICATIONS** : Mrs LC Mtshali (Deputy Manager Nursing) Tel No: (032) 541 9202
: Applications to be forwarded to: Human Resource Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340 or hand delivered to: Human

Resource Department at Osindisweni District Hospital, Oakford Road, Verulam,4340.

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 appointment is 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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. Osindisweni District 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

: 02 February 2024

POST 02/92

: **PROFESSIONAL NURSE SPECIALTY (POPD) REF NO: OSI POPD 4/2024 (X1 POST)**

SALARY

: Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque / service bonus, plus 8% Rural allowance, Home owners Allowance. (Employee must meet prescribed requirements) (Medical Aid (Optional).

CENTRE REQUIREMENTS

: Osindisweni District Hospital
: **Grade 1:** Senior Certificate / Grade 12 certificate or equivalent qualification. A Diploma or Degree in General Nursing and Midwifery. 1 Year Post basic qualification in the speciality i.e. Child Nursing Science. A Minimum of (4) years appropriate experience /recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. Current registration with SANC as a General Nurse, Midwifery (2023/2024 SANC receipt). Current and previous experience endorsed and stamped by Human Resource (certificate of service). NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview. **Grade 2:** Senior Certificate /Grade 12 certificate or equivalent qualification. Diploma or Degree in General Nursing and Midwifery. 1 Year post basic qualification in the speciality i.e. Child Nursing Science. A minimum of fourteen (14) years relevant appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General nursing of which at least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining the 1 year post basic qualification in Child Nursing Science. Current registration with SANC as a General Nurse, Midwifery (2023/2024 SANC receipt). Current and previous experience endorsed and stamped by Human Resource (certificate of service). NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant frameworks. Demonstrate ethical nursing practices, professionalism, responsiveness, pro-activeness, accuracy, flexibility, initiative, co-operation, supportive and assertive. Conflict management and negotiation skills. Problem solving skills, Ability to work in a team, Computer literate, Must be willing to work under pressure and shifts.

DUTIES

: Provision of optimal, holistically paediatric nursing care with set standards within a professional and legal framework. Assist in the implementation of

Employee Performance and Management System (EPMDS) to monitor staff. Abide and comply with information management policies by ensuring that correct and accurate data is collected and submitted by Paediatric unit. Implementation of quality assurance, infection prevention control and National core standards in Paediatric unit. Work harmoniously with staff and patients to eliminate grievances (labour disputes) and patient complaints. Ensure effective utilization of resources. Ensure high quality nursing care within the unit. Implement integrated management of Childhood illness (IMCL) guidelines. Comply with management guidelines for Severe Acute Malnutrition (SAM) and Moderate Acute Malnutrition (MAM). Implement all activities pertaining to child health within the institution (IYCF, KINC).

**ENQUIRIES
APPLICATIONS**

: Mrs LC Mtshali (Deputy Manager Nursing) Tel No: (032) 541 9202
: Applications to be forwarded to: Human Resource Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340 or hand delivered to: Human Resource Department at Osindisweni District Hospital, Oakford Road, Verulam, 4340.

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 appointment is 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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. Osindisweni District 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

: 02 February 2024

POST 02/93

: **PROFESSIONAL NURSE (SPECIALTY STREAM) REF NO: UMZ02/2024 (X3 POSTS)**

SALARY

: R431 265 per annum. 13th cheque, housing allowance (employee to meet Prescribed requirements), medical aid (optional).

**CENTRE
REQUIREMENTS**

: Umzimkhulu Hospital
: Senior Certificate/Matric or equivalent qualification. Degree/Diploma in General Nursing or equivalent qualification that allows for registration as a Professional Nurse. Certificate of registration with the South African Nursing Council as a Professional Nurse One (1) year Post Basic qualification in Psychiatric Nursing Science/Advanced Psychiatric Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Current registration with South African Nursing Council (2023 SANC receipt). Certificate of service which is obtainable from your Human resource office, previous or current experience. 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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms PN Mbelu Tel No: (039) 2590 310, ext. 108
<u>APPLICATIONS</u>	:	Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 or drop off in the application Box, Umzimkhulu Hospital or email: nkosinathi.bangani@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Mr EN Bangani
<u>NOTE</u>	:	Directions to candidates: The following documents must be submitted: Applicants are required to submit new Z83 and detailed CV (Z83 fully completed), which is obtained at any Government Department or from the website: www.kznhealth.gov.za Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of Experience will be requested from shortlisted candidates only, don't include in your application. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate receiving applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. It is applicant responsibility to have foreign qualifications and national certificate (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other Vetting procedures. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	09 February 2024
<u>POST 02/94</u>	:	<u>PROFESSIONAL NURSE GRADE 1 OR 2 (SPECIALTY IN MENTAL HEALTH UNIT) REF NO: CJMH 02/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R431 265 per annum. Other benefits: 13th Cheque Rural Allowance is compulsory, Homeowner's allowance must meet prescribed requirements, Medical Aid (optional) plus 12% rural allowance.
<u>CENTRE</u>	:	Charles Johnson Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Matric or senior certificate, Diploma/ Degree Comprehensive General Nursing (midwifery, Psychiatry and Community Nursing Science), A post basic qualification in Psychiatry Nurse. Current registration with the SANC as General Nurse and Midwife/Accoucher, A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: Matric or senior certificate, Diploma/ Degree Comprehensive General Nursing (midwifery, Psychiatry and Community Nursing Science). A post basic qualification in Advanced Psychiatry Nursing / child psychiatry. Current registration with the SANC as General Nurse and Midwife/Accoucher, A minimum of ten (10) as appropriate or recognizable experience in nursing field after registration as a professional nurse with SANC in General nursing. At least five (05) years of period referred above must be appropriate or recognizable experience after obtaining a one

(01) year post basic qualification in Advanced Psychiatric Nursing (no attachments/copies/certified copies/proof/certificates on application, only Z83 and CV, applicants will submit documents only when shortlisted). Knowledge, Skill, Competencies and Training Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector, High level of accuracy, Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES : Provide optimal, holistic specialized nursing care set standards and be within a professional and legal framework. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Plan management according to identified problems, Implement mental health protocols and guidelines. Conduct audits and surveys, develop quality improvement plans monthly and report to OMN. Ensure provisioning of accurate statistical data, Maintain accurate and complete patient record. Utilize information technology and other management information systems to manage. Establish, maintain and participate in enter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Reports Patient Safety Incident & Early Warning System. Display a sound understanding of mental health care Act 7/2002 in relation to the procedure conducted in the mental health care users. Give advice on initial psychiatric assessment to clients requiring 72hrs observation in order to initiate appropriate nursing care plan required by the client. Ensure keeping, maintaining and auditing of mental health users records.

ENQUIRIES : Deputy Manager Nursing: Mrs TP Ndlovu Tel No: (034) 271 6405
APPLICATIONS : Applications should be e-mailed to: zanele.zwane@kznhealth.gov.za
Charles Johnson Hospital, Lot 92 Hlubi Street, Nqutu, 3135

NOTE : The following documents must be submitted: Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and detailed curriculum vitae. No relocation or S&T claims will be paid due to financial constraints. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all occupational categories in the Department.

CLOSING DATE : 02 February 2024

POST 02/95 : **CLINICAL NURSE PRACTITIONER REF NO: SAHMBOTHO 02/2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE : Mbotho Clinic
REQUIREMENTS : **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above-mentioned documents need not be attached on

application but will be requested only if shortlisted. Knowledge, Skills And Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills.charter.

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

ENQUIRIES : Ms VV Ncume Tel No: (039) 433 1955 ST Andrews Hospital Tel No: (039) 433 1955

APPLICATIONS : Please forward all applications to: the Chief Executive Officer , ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to Standrewhospital.HRjobapplication@kznhealth.gov.za.

FOR ATTENTION NOTE : Human Resources Management
 : 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 in provided form Z83 e.g. SAH/03/2023. 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 qualifications and other relevant documents only Z83 and CV 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 shortlisted 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).

CLOSING DATE : 02 February 2024

POST 02/96 : **CLINICAL NURSE PRACTITIONER REF NO: SAHXHAMINI 11/2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
 Grade 2: R528 696 - R645 720 per annum
 Other benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : XhaminI Clinic
 : **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health

assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above-mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above-mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills.charter.

DUTIES

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

ENQUIRIES

: Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 433 1955

APPLICATIONS

: Please forward all applications to: the Chief Executive Officer , ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to: Standrewshospital.HRjobapplication@kznhealth.gov.za.

FOR ATTENTION NOTE

: Human Resources Management
 : 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 in provided form Z83 e.g. SAH/03/2023. 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 qualifications and other relevant documents only Z83 and CV 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)

- CLOSING DATE** : 02 February 2024
- POST 02/97** : **CLINICAL NURSE PRACTITIONER REF NO: SAHELIM05/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Elim Clinic
: **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above-mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus. Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above-mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills.charter.
- DUTIES** : Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize_own work and support personnel to ensure nursing care diagnose, treat and_Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDs, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff
- ENQUIRIES** : Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 433 1955
- APPLICATIONS** : Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to Standreshospital.HRjobapplication@kznhealth.gov.za.
- FOR ATTENTION** : Human Resources Management

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 in provided form Z83 e.g. SAH/03/2023. 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 qualifications and other relevant documents only Z83 and CV 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 shortlisted 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)

CLOSING DATE : 02 February 2024

POST 02/98 : **CLINICAL NURSE PRACTITIONER REF NO: SAHKWAJALI 01//2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : KwaJali Clinic
Grade 1: Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above-mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills.charter.

<u>DUTIES</u>	:	Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDs, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff.
<u>ENQUIRIES</u>	:	Ms VV Ncume Tel No: (039) 433 1955, ST Andrews Hospital Tel No: (039) 433 1955
<u>APPLICATIONS</u>	:	Please forward all applications to: the Chief Executive Officer , ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to Standreshospital.HRjobapplication@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	:	Human Resources Management 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 in provided form Z83 e.g. SAH/03/2023. 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 qualifications and other relevant documents only Z83 and CV 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)
<u>CLOSING DATE</u>	:	02 February 2024
<u>POST 02/99</u>	:	<u>CLINICAL NURSE PRACTITIONER: OCCUPATIONAL HEALTH NURSE</u> <u>REF NO: UMZ03/2024</u>
<u>SALARY</u>	:	R431 265 per annum. Plus 13th Cheque, Housing Allowance (conditional), Medical Aid (Optional)
<u>CENTRE</u>	:	Umzimkhulu Hospital
<u>REQUIREMENTS</u>	:	Valid Grade 12 Senior Certificate, Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse, One year post basic Qualification in Occupational Health Nursing Science current registration with SANC (2024). A minimum of 4 years appropriate/ recognizable nursing experience after registration as Professional nurse with SANC in General Nursing, Unendorsed valid driver s license, current and previous work experience/certificate of service endorsed by your Human Resource Department. Educational qualifications, SANC registration certificates, Driver's license, ID copy, SANC receipts and proof of Experience will be requested from shortlisted candidates only. Knowledge, Skills and Competencies Required: Knowledge of a nursing care processes and procedures, nursing statutes and other relevant Legal framework, Sound knowledge of Occupational Health and Safety Act, Compensation Injuries Diseases Act (COIDA) and the latest Employee Health and Wellness Framework for the service, Knowledge of basic human resource and financial management, Ability to formulate occupational health related policies and

		procedures, Ability to demonstrate good insight of policies and procedure pertaining to occupational employee health and wellness, Solving capabilities, Ability to communicate both verbal and writing, Computer literacy on basic Microsoft Software package.
<u>DUTIES</u>	:	Advice provides support and assistance to ensure optimal health status for all employees in the Institution. Roll out occupational Health programmes for Hospital. Conduct medical surveillance programme to all employees. Execute all duties, functions and responsibilities in compliance with occupational health and safety act 85 of 1993 and other relevant legislation. Compile and submit occupational Health statistic, specialized nursing care to employees, maintain accurate staff records and submit reports to relevant stakeholders. Advocate for proper health care treatment and willingness to respond to employee's needs requirements and expectations. Ensure the unit complies with infection prevention and control as well as occupational health and safety policies. Maintain accreditation standard by ensuring compliance with national norms and standards. Develop quality improvement plans, strategic plans and procedures for the unit. Ensure that baseline medical surveillance, periodical and exit medical examinations are offered to all eligible employees. Orientate, train and develop staff on occupational health matters within the Hospital.
<u>ENQUIRIES</u>	:	Mr EN Bangani Tel No: (039) 259 0310, ext. 101
<u>APPLICATIONS</u>	:	Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 or drop off in the application Box, Umzimkhulu Hospital or email: nkosinathi.bangani@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Mr EN Bangani
<u>NOTE</u>	:	Directions to candidates: The following documents must be submitted: Applicants are required to submit new Z83 and detailed CV (Z83 fully completed), which is obtained at any Government Department or from the website: www.kznhealth.gov.za . Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of Experience will be requested from shortlisted candidates only, don't include in your application. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. It is applicant responsibility to have foreign qualifications and national certificate (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other Vetting procedures. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	09 February 2024
<u>POST 02/100</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 OR 2 REF NO: DPKISMH 70/2023 (X1 POST)</u> Component: Mental Health Services
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Benefits: 13th Cheque Plus Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional) Nurse with SANC in General Nursing.
<u>CENTRE</u>	:	Dr Pixley Ka Isaka Seme Memorial Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 or Equivalent. Degree /Diploma in General Nursing and Midwifery. One year Post Basic Qualification in Psychiatric Nursing Science accredited with SANC. Current Registration with SANC as a Professional Nurse (2023 receipt). Grade 1: A minimum of four (04) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of fourteen (14) years appropriate /recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate /recognizable experience after obtaining the One year Post Basic qualification in Psychiatric Nursing. Proof of current/previous work experience endorsed and stamped by HR will be required from shortlisted candidates. Successful candidate will have to spend minimum one year in

service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and cadre including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate a basic computer literacy as a support tool to enhance and practices. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Ensure effective utilization of resources. Participate in training and research. Provision of Support to nursing research. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirement and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Assist in supervision and development of all nursing staff. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a safe, therapeutic and hygienic environment for patients, visitors and staff.

ENQUIRIES : Mrs TH Shezi (Assistant Nursing Manager (Mental Health Services) Tel No: (031) 530 1449

APPLICATIONS : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: Pixley.recruitment@kznhealth.gov.za

FOR ATTENTION NOTE : Deputy Director: HRM
 : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from website-www.kznhealth.gov.za. No attachments to application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post 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). (N.B) African males are encouraged to apply for these posts.

CLOSING DATE : 02 February 2024

POST 02/101 : **CLINICAL NURSE PRACTITIONER REF NO: SMCHC 01/2024**
 Directorate: SMCHC

SALARY : Grade 1: R431 265 – R497 193 per annum, Plus 12% Rural allowance
 Grade 2: R528 696 – R645 720 per annum, Plus 12 % Rural allowance
 Plus 13th Cheque, Medical Aid (optional). Housing/Home Owners allowance (Employee must meet prescribed conditions)

CENTRE : ST Margaret's Community Health (Riverside Clinic)
REQUIREMENTS : **Grade 1:** Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, plus Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care plus, Minimum of 4 years appropriate/Recognisable 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 plus, Minimum of 14 Years appropriate/Recognisable nursing Experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognisable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Recommendations: Valid driver's License, Computer Literacy, NIMART training. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OHS Act, Batho Pele Principles, Patients' Rights Charter, Labour Relations Act, Grievance Procedure etc, Leadership, Organizational, decision making and Problem solving, Conflict handling and counselling. Good listening and communication skills, Co-ordination and planning skills. Team building skills and supervisory skills. Good Interpersonal relationship skills, good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES : Provide administrative services: Plan and organise the clinic, ensure completion of statistics, ensure ordering and control of stationery and consumables, ordering of medication. Ensure implementation of 95 95 95 strategy in all aspects of all programmes especially HIV/AIDS and TB Provision of educational services In-service training, personnel development, health education to patients. Provision of clinical services: Initiate the implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultation sessions. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the Operational Manager or Deputy Manger nursing. Ensure implementation of the ideal CHC standards.

ENQUIRIES : All enquiries must be directed to Mr SP Adonis: Deputy Manger Nursing Tel No: (039) 259 9222

APPLICATIONS : Applications must be directed: St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 or Hand delivered to: St Margaret's CHC Clydesdale Location UMzimkhulu, 3297. All online applications should be forwarded to this Email Address: StmargaretsHospital.HRJobApplication@kznhealth.gov.za

FOR ATTENTION NOTE : Mr TL Nzimande: Human Resource Manager

: An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Note: Applicants are NOT required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed curriculum vitae only. These will be requested only from shortlisted candidates. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMCHC 09/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T claims covering transport fees to the interview venue.

CLOSING DATE : 23 February 2024

POST 02/102 : **CLINICAL NURSE PRACTITIONER REF NO: SMCHC 02/2024 (X2 POSTS)**
Directorate: SMCHC

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Plus 12 % Rural allowance, Plus 13th Cheque, Medical Aid (optional). Housing/Home Owners allowance (Employee must meet prescribed conditions)

CENTRE REQUIREMENTS : ST Margaret's Community Health Centre
: **Grade 1:** Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, plus Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care plus, Minimum of 4 years appropriate/Recognisable 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 plus, Minimum of 14 Years appropriate/Recognisable nursing Experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognisable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Recommendations: Valid driver's License, Computer Literacy, NIMART training. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OHS Act, Batho Pele Principles, Patients' Rights Charter, Labour Relations Act, Grievance Procedure etc., Leadership, Organizational, decision making and Problem solving, Conflict handling and counselling. Good listening and communication skills, Co-ordination and planning skills. Team building skills and supervisory skills. Good Interpersonal relationship skills, good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES : Provide administrative services: Plan and organise the clinic, ensure completion of statistics, ensure ordering and control of stationery and consumables, ordering of medication. Ensure implementation of 95 95 95 strategy in all aspects of all programmes especially HIV/AIDS and TB Provision of educational services In-service training, personnel development, health education to patients. Provision of clinical services: Initiate the implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultation sessions. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the Operational Manager or Deputy Manger nursing. Ensure implementation of the ideal CHC standards.

ENQUIRIES : All enquiries must be directed to Mr SP Adonis: Deputy Manger Nursing Tel No: (039) 259 9222

APPLICATIONS : Applications must be directed: St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 or hand delivered to: St Margaret's CHC Clydesdale Location UMzimkhulu, 3297. All online applications should be forwarded to this Email Address: StmargaretsHospital.HRJobApplication@kznhealth.gov.za

FOR ATTENTION NOTE : Mr TL Nzimande: Human Resource Manager
 : An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Note: Applicants are NOT required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed curriculum vitae only. These will be requested only from shortlisted candidates. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMCHC 09/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T claims covering transport fees to the interview venue.

CLOSING DATE : 23 February 2024

POST 02/103 : **CLINICAL NURSE PRACTITIONER REF NO: SMCHC 03/2024 (X1 POST)**
 Directorate: SMCHC

SALARY : Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Plus 12 % Rural allowance, Plus 13th Cheque, Medical Aid (optional). Housing/Home Owners allowance (Employee must meet prescribed conditions)

CENTRE REQUIREMENTS : ST Margaret's Community Health Centre (Umvoti Clinic)
 : **Grade 1:** Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, plus Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care plus, Minimum of 4 years

appropriate/Recognisable 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 plus, Minimum of 14 Years appropriate/Recognisable nursing Experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognisable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Recommendations: Valid driver's License, Computer Literacy, NIMART training. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OHS Act, Batho Pele Principles, Patients' Rights Charter, Labour Relations Act, Grievance Procedure etc., Leadership, Organizational, decision making and Problem solving, Conflict handling and counselling. Good listening and communication skills, Co-ordination and planning skills. Team building skills and supervisory skills. Good Interpersonal relationship skills, good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES : Provide administrative services: Plan and organise the clinic, ensure completion of statistics, ensure ordering and control of stationery and consumables, ordering of medication. Ensure implementation of 95 95 95 strategy in all aspects of all programmes especially HIV/AIDS and TB Provision of educational services In-service training, personnel development, health education to patients. Provision of clinical services: Initiate the implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultation sessions. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the Operational Manager or Deputy Manger nursing. Ensure implementation of the ideal CHC standards.

ENQUIRIES : All enquiries must be directed to Mr SP Adonis: Deputy Manger Nursing Tel No: (039) 259 9222

APPLICATIONS : Applications must be directed: St Margaret's CHC, Private Bag X517, uMzimkhulu, 3297 or Hand delivered to: St Margaret's CHC Clydesdale Location uMzimkhulu, 3297. All online applications should be forwarded to this Email Address: StmargaretsHospital.HRJobApplication@kznhealth.gov.za

FOR ATTENTION NOTE : Mr TL Nzimande: Human Resource Manager
 : An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Note: Applicants are NOT required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed curriculum vitae only. These will be requested only from shortlisted candidates. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMCHC 09/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications, we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that Due to Financial Constraints, There Will Be No Payment of S&T Claims covering transport fees to the interview venue.

CLOSING DATE : 23 February 2024

POST 02/104 : **CLINICAL NURSE PRACTITIONER AMAZI CLINIC REF NO: EMS/07 /2024 (X1 POST)**

SALARY : Grade 1: R431 264 per annum. Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE REQUIREMENTS : Emmaus Hospital
 : Senior Certificate/Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing PLUS Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical

Nursing Care (CNP). Recommendation: Valid driver's license,(code8/10).Computer literacy. HAST knowledge. Knowledge and Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.

DUTIES

: Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's 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 quality nursing care. Diagnose, treat and dispense medication. Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase the level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard-to-reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is complaint to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.

ENQUIRIES APPLICATIONS

: Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312
 : 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 Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate 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. NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to the successful candidate, due to budget constraints.

CLOSING DATE

02 February 2024 @ 16:00

POST 02/105

: **CLINICAL NURSE PRACTITIONER BUSINGATHA CLINIC REF NO: EMS/05/2024 (X1 POST)**

SALARY

: Grade 1: R431 264 per annum. Other Benefits, 13th Cheque, Plus (8%) Rural allowance. Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE REQUIREMENTS

: Emmaus Hospital
 : Senior Certificate/Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing PLUS Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation, Valid driver's license, (code8/10). Computer literacy. HAST knowledge. Knowledge and Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict

DUTIES

: management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.

: Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's 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 quality nursing care. Diagnose, treat and dispense medication. Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase the level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard-to-reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is complaint to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.

ENQUIRIES

: Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312

APPLICATIONS

: 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 Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate 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. NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to the successful candidate, due to budget constraints.

CLOSING DATE

: 02 February 2024 @ 16:00

POST 02/106

: **CLINICAL NURSE PRACTITIONER OLVIERSHOEK CLINIC REF NO:
EMS/03/2024 (X2 POSTS)**

SALARY

: Grade 1: R431 264 per annum. Other Benefits, 13th Cheque, Plus (8%) Rural allowance. Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Emmaus Hospital

: Senior Certificate/Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing plus Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation: Valid driver's license, (code8/10). Computer literacy. HAST knowledge. Knowledge and Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.

DUTIES

: Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication

with patient's 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 quality nursing care. Diagnose, treat and dispense medication. Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard-to-reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints are decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is complaint to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.

ENQUIRIES : Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312
APPLICATIONS : 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 : Human Resource Manager
NOTE : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate 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. NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to the successful candidate, due to budget constraints.

CLOSING DATE 02 February 2024 @ 16:00

POST 02/107 : **CLINICAL NURSE PRACTITIONER BERGVILLE CLINIC-EMS/04/2024) (x1 POST)**

SALARY : Grade 1: R431 264 per annum. Other Benefits, 13th Cheque, Plus (8%) Rural allowance. Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

CENTRE : Emmaus Hospital
REQUIREMENTS : Senior Certificate/ Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing Plus Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation: Valid driver's license, (code8/10). Computer literacy. HAST knowledge. Knowledge and Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.

DUTIES : Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's 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 quality nursing care. Diagnose, treat and dispense medication. Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting

and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase the level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard-to-reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints are decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is complaint to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.

- ENQUIRIES** : Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312
- APPLICATIONS** : 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** : Human Resource Manager
- NOTE** : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate 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. NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to the successful candidate, due to budget constraints.
- CLOSING DATE** : 02 February 2024 @ 16:00
- POST 02/108** : **CLINICAL NURSE PRACTITIONER EMMAUS GATE CLINIC REF NO: EMS/06/2024 (X1 POST)**
- SALARY** : Grade 1: R431 264 per annum. Plus 13th Cheque, Plus Rural allowance (8%). Plus, Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing Plus Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation: Valid driver's license, (code8/10). Computer literacy. HAST knowledge. Knowledge and Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.
- DUTIES** : Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's 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 quality nursing care. Diagnose treat and dispense medication. Work as the part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health

services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard-to-reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is complaint to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.

**ENQUIRIES
APPLICATIONS**

: Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312
 : 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 Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate 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. NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to the successful candidate, due to budget constraints.

CLOSING DATE

02 February 2024 @ 16:00

POST 02/109

: **CLINICAL NURSE PRACTITIONER MENS HEALTH REF NO: EMS/09/2024 (X1 POST)**

SALARY

: Grade 1: R431 264 per annum. Other Benefits: 13th Cheque, Plus (8%) Rural allowance. Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Emmaus Hospital
 : Senior Certificate/Grade 12. Appropriate Degree/National Diploma or equivalent qualification in Nursing Plus Clinical assessment, diagnosis, treatment and care post basic qualification with recognized experience. Current registration with SANC as professional Nurse with midwifery and Clinical Nursing Care (CNP). Recommendation: Valid driver's license, (code8/10). Computer literacy. HAST knowledge. Knowledge and Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.

DUTIES

: Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's 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 quality nursing care. Diagnose, treat and dispense medication. Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase the level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard-to-reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that

complaints decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is compliant to ICRM and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.

**ENQUIRIES
APPLICATIONS**

: Ms DZ Hlongwane Tel No: (036) 488 1570, ext. 8312
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted to 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 Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate 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. NB: No subsistence and travelling allowance will be paid for interviews and also no resettlement allowance will be paid to the successful candidate, due to budget constraints.

CLOSING DATE

02 February 2024 @ 16:00

POST 02/110

: **PROFESSIONAL NURSE: SPECIALTY GRADE 1/2 REF NO: PSH 03/2024 (X2 POSTS)**

SALARY

: Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

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

DUTIES

: Implement neonatal and child health care programmes. Develop and implement quality assurance policies and operational plans. Implement standards, practice and indication for Neonatal and Child Health Care. Participate in child PPIP meetings. Manage effective utilization of all resources in the unit. Develop and implement strategies for Infection Control and Prevention for the unit. Exercise control over discipline and labour relations issues. Develop / establish and maintain constructive working relationship with

nursing and other stake holders. Ensure that the unit complies with Regulated Norms and Standards. Support the Mother Baby Friendly initiative. Support and mentor student nurses. Identify high risk, manage or refer them according to hospital policy. Develop vision and mission and objectives for neonates and paediatrics. Develop, implement and review neonatal and paediatric policies/SOP. Demonstrate adequate knowledge of Covid-19 protocols. Attend meetings held in the institution/outside.

<u>ENQUIRIES</u>	:	Mrs MC Maqutu Tel No: (039) 688 6117
<u>APPLICATIONS</u>	:	Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240.
<u>FOR ATTENTION NOTE</u>	:	Mr ZM Zulu Detailed application for employment (Z83) and Curriculum Vitae. (Only shortlisted candidates will be requested to submit proof of qualifications and other related documents). NB: Applicants are encouraged to utilise courier services. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	:	02 February 2024
<u>POST 02/111</u>	:	<u>PROFESSIONAL NURSE- SPECIALTY (ADVANCED MIDWIFERY AND NEONATOLOGY) REF NO: GS 2/24</u> Component: Nursing
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg Grade 12 Certificate. Degree/Diploma in General Nursing and Midwifery. Current Registration with SANC as a Professional Nurse (SANC Receipt). A minimum of 4 years appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing Plus. One Year Post Basic Qualification in Advanced Midwifery and Neonatology. Grade 1: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing, plus one year Post Basic qualification in the relevant Speciality. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills, Attributes and Abilities: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public Service Regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.
<u>DUTIES</u>	:	Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement of women's health. Ensure that high quality nursing care is rendered to all clients accessing maternal services in the facility taking into consideration that CARMA objectives; ESMOE; KINC; Helping Babies breath and IMCI programs are properly implemented. Implement BANC and other Antenatal care programs to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programs within the maternity unit of the facility. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child

health. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.

ENQUIRIES : Mr FS Matibela Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs M Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. The employment equity target for this post is: African male, White male, Indian male, Coloured male.

CLOSING DATE : 02 February 2024

POST 02/112 : **PROFESSIONAL NURSE - SPECIALTY (ICU/TRAUMA NURSING) REF NO: GS 3/24 (X7 POSTS)**
Component: Nursing

SALARY : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE : Greys Hospital, Pietermaritzburg

REQUIREMENTS : Matric /Senior Certificate or equivalent qualification. Degree/Diploma in General Nursing. Minimum of 4 years appropriate/recognizable experience as General Nurse. One (1) year post basic qualification in Critical Care Nursing or Emergency (Trauma) Care Nursing. Current registration with South African Nursing Council as a Professional Nurse (SANC receipt). **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Trauma Nursing Science. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills, Attributes and Abilities: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public Service Regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Assist in the implementation and monitoring of objectives of Emergency/ Critical care units. Provide therapeutic environment patients and the public accessing health care services at Grey's hospital. Demonstrate effective communication to patients, families, multidisciplinary team members and other stake holders within the hospital. Ensure that high quality nursing care is rendered to all clients accessing Emergency/ critical care units at Grey's Hospital, taking into consideration safety risks identification and patient safety incidents prevention and reporting. Ensure proper utilization of all resources, taking into consideration cost containment measures. Coordinate and implement the provision of effective training and research, focusing on the programs aimed at the improvement of Emergency and Critical care nursing. Implement and instill discipline, professionalism and work ethics among employees. Implement strategies which will ensure compliance to quality care, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working environment with multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to Unit operational management.

ENQUIRIES : Mr FS Matibela Tel No: (033) 897 3331

<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.
<u>FOR ATTENTION NOTE</u>	:	Mrs M. Chandulal
	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. The employment equity target for this post is: African male, Indian male, White male, Coloured male.
<u>CLOSING DATE</u>	:	02 February 2024
<u>POST 02/113</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 REF NO: OTH CHC 01/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum. Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements), 12% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Othobothini Community Health Centre
	:	Matric / Grade 12. Diploma/ Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC (2023). Registration with SANC in General Nursing, Midwifery and Primary Health Care. A post basic nursing qualification (of at least 1 year) in Clinical Nursing Science, health Assessment, Treatment and care accredited with SANC. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Batho Pele Principles, Patients' rights, Nursing Act etc. Conflict handling and counselling skills. Good report writing skills. Good communication skills both verbal and written. Good interpersonal skills. Project, financial and time management skills. Understanding of challenges facing Public Health Sector. Ability to plan and prioritise issues and other work-related matters and comply with time frames.
<u>DUTIES</u>	:	Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Screening, diagnosing and treatment of patients. Maintain accurate and complete patients records according to legal requirements. Assist in compiling and updating of procedural guidelines. Identify problems, areas needing improvement and communicate them to Operational Manager. Co- ordination of services within the institution and other services related to community health (NGO's, CBO's, CHW. Ensure supervision, provision and basic patient's needs. Evaluate and follow up patients during clinic visits. Promote preventive health for clients. Initiate treatment, implementation of programs and evaluation of patients clinical conditions. Attend and participate during doctor's visits. Provide education to patients, staff and public. Assess in service training needs, planning and implementation of training.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NN Mdletshe Tel No: (035) 572 9002
	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 or hand deliver to Othobothini CHC, HR Department.
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za and Curriculum Vitae (CV), applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated in the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
<u>CLOSING DATE</u>	:	02 February 2024
<u>POST 02/114</u>	:	<u>PROFESSIONAL NURSE- SPECIALTY (ORTHOPAEDICS) REF NO: GS 4/24</u> Component: Nursing
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum

**CENTRE
REQUIREMENTS**

Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
: Greys Hospital, Pietermaritzburg
: Matric/Senior Certificate or equivalent qualification. Degree/Diploma in General Nursing. Minimum of 4 years appropriate/recognizable experience as General Nurse. One (1) year post basic qualification in Orthopaedic Nursing Science. Current registration with South African Nursing Council as a Professional Nurse (SANC receipt). **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Orthopaedic Nursing Science. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills, Attributes and Abilities: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES

: Assist in the implementation and monitoring of objectives of the Orthopaedic (Inpatient and outpatient) units. Provide therapeutic environment patients and the public accessing health care services at Grey's hospital. Demonstrate effective communication to patients, families, multidisciplinary team members and other stake holders within the hospital. Ensure that high quality nursing care is rendered to all clients accessing Orthopaedic nursing care at Grey's Hospital, taking into consideration safety risks identification and patient safety incidents prevention and reporting. Ensure proper utilization of all resources, taking into consideration cost containment measures. Coordinate and implement the provision of effective training and research, focusing on the programs aimed at the improvement of Orthopaedic care nursing. Implement and instill discipline, professionalism and work ethics among employees. Implement strategies which will ensure compliance to quality care, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working environment with multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to Unit operational management within the unit.

**ENQUIRIES
APPLICATIONS**

: Mr FS Matibela Tel No: (033) 897 3331
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital, Private Bag X9001, Pietermaritzburg, 3200.

**FOR ATTENTION
NOTE**

: Mrs M Chandulal
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. The employment equity target for this post is: African male, Indian male, White male, Coloured male.

CLOSING DATE

: 02 February 2024

POST 02/115

: **PROFESSIONAL NURSE - SPECIALTY (PAEDIATRIC NURSING SCIENCE) REF NO: GS 5/24**
Component: Nursing

SALARY

: Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg
: Matric /Senior Certificate or equivalent qualification. Degree/Diploma in General Nursing. Minimum of 4 years appropriate/recognizable experience as General Nurse. One (1) year post basic qualification in Clinical Nursing Science (Paediatrics). Current registration with South African Nursing Council as a Professional Nurse (SANC receipt). **Grade 1:** A minimum of 4 years

appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Clinical Nursing Science (Paediatrics). **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills, Attributes and Abilities: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public Service Regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide therapeutic environment for staff, patients and the public. Demonstrate effective communication to patients, families, multidisciplinary team members and other stake holders within the hospital. Ensure that high quality nursing care is rendered to all clients accessing Paediatric units at Grey's Hospital. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement Paediatric care nursing. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management within the unit.

ENQUIRIES : Mr FS Matibela Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. The employment equity target for this post is: African male, Indian male, White male, Coloured male.

CLOSING DATE : 02 February 2024

POST 02/116 : **LECTURER- (GR 1, GR 2) CLINICAL FACILITATOR REF NO: GS 6/24 (X1 POST)**

Component: KwaZulu Natal College of Nursing - Grey's Campus

SALARY : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Plus 13th cheque, medical-aid (optional) home-owners allowance (employee must meet the prescribed requirements)

CENTRE : Greys Campus, Pietermaritzburg

REQUIREMENTS : Senior Certificate/Grade 12 Plus A Diploma/Degree in Nursing, (General and Midwifery) Plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) Plus Current Registration with the South African Nursing Council (SANC) 2023 Plus A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of **grade 1 PND 1**) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse 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**). Recommendations: Master's Degree in Nursing Post Basic (R212) qualification. Knowledge, Skills, Attributes and Abilities: Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Have in-depth knowledge of procedures and process related to nursing practice and nursing education. Knowledge of nursing education programmes and curriculum. Possess sound knowledge and understanding of

<u>DUTIES</u>	: Provide an effective and efficient clinical training of student nurses in the R171 and Post Basic Nursing Programmes. Develop/design, review and evaluate clinical evaluation tools. Co-ordinate clinical learning exposure of student nurses between the Campus and Clinical areas. Implement assessment strategies to determine student nurses' competencies. Exercise control over student nurses. Implement the quality management system for Nursing Education Institution. 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.
<u>ENQUIRIES</u>	: Mrs BE Shezi- Grey's Campus Principal Tel No: (033) 897 3508
<u>APPLICATIONS</u>	: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	: Mrs M Chandulal
<u>NOTE</u>	: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources). The employment equity target for this post is: African male, White male, Indian male, Coloured male.
<u>CLOSING DATE</u>	: 02 February 2024
<u>POST 02/117</u>	<u>DIAGNOSTIC RADIOGRAPHER REF NO: EMS/10/2024 (X2 POSTS)</u>
<u>SALARY</u>	: R359 622 - R408 201 per annum. Other Benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements), plus 12% rural allowance.
<u>CENTRE</u>	: Emmaus Hospital
<u>REQUIREMENTS</u>	: Senior Certificate (Grade 12). Diploma/ Degree in diagnostic radiographer. Certificate registration with health professional council of south Africa (HPCSA) as an independent diagnostic radiographer. Current registration with HPCSA as diagnostic radiographer (independent practice) current and previous experience endorsed and stamped by human resource (employment history). Knowledge and Skills: Sound knowledge and competency in diagnostic radiographer principal, system and procedure. Knowledge of radiation safety regulations. Knowledge of current research and development within the profession. Knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of related health and safety regulations. Communication skills, report writing skills, computer literacy.
<u>DUTIES</u>	: To provide high quality diagnostic radiographer service according to patients needs. To promote good health practices and ensure optimal patient care. To execute all clinical procedures competently to prevent complications. To provide 24-hour radiographic service including weekends and public holidays. To inspect and utilize equipment professionally and ensure compliance with safety regulations. To compile reports as required in the working environment. To provide administrative duties. Ensure the implementation of quality assurance and improvement programmes. To uphold patients right and promote Batho Pele principles in execution of all duties. Provide assistance and supervision to junior staff. Promote teamwork in the Department. Participate and comply with national core standards.
<u>ENQUIRIES</u>	: Dr HB Nkuna Tel No: (036) 488 8205
<u>APPLICATIONS</u>	: 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.
<u>FOR ATTENTION</u>	: Human Resource Manager
<u>NOTE</u>	: 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. No faxed or e-mailed applications will be considered. 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. NB: No substance and travelling allowance will be paid for interview and no resettlement allowance will be paid to the successful candidate, due to budget constraints.

- CLOSING DATE** : 02 February 2024 @ 16:00
- POST 02/118** : **DIAGNOSTIC RADIOGRAPHER GRADE 1, 2 OR 3 REF NO: DPKISMH 72/2023 (X3 POSTS)**
Component: Radiography
- 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
Benefits: 13th Cheque, Plus Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Dr Pixley Ka Isaka Seme Memorial Hospital
Senior Certificate/Grade 12 or Equivalent. National Diploma/Degree in Diagnostic Radiography. Registration with HPCSA as a Diagnostic Radiographer. Current registration with HPCSA as a Diagnostic Radiographer (2023/2024). Current and previous experience endorsed by Human Resources department will be required from shortlisted candidates. All successful candidates will have to spend minimum one year in service. Knowledge Skills Training and Competencies Required: Sound knowledge of radiation control and safety measures in both general and MRI modalities. Sound knowledge of Diagnostic Radiography procedures, including MRI, computed tomography and fluoroscopy and general equipment. Computer Literacy. Knowledge of relevant Health and Safety Acts. Ability to communicate effectively and problem-solving skills. Good interpersonal relations and ability to perform well within a team. Ability to perform basic quality assurance tests. Sound knowledge in PACS/RIS operation.
- DUTIES** : To provide high quality Diagnostic Radiographic service according to patient needs. To promote good health practices and ensures optimal care of patients. To execute all clinical procedures competently to prevent complications. To provide a 24- hour radiographic services including weekends, public holidays and CT after hours when allocated. To perform reception, clerical duties as required. To compile reports as required in working environment. To comply with safe radiation protection standards. To contribute to the overall work process in the component. To comply with and promote Batho Pele Principles. To inspect and utilize equipment professionally and thus ensure compliances with safety regulations. To participate in quality assurance and quality improvement projects. To participate and comply with the National Core Standards.
- ENQUIRIES APPLICATIONS** : Ms LN Phungula (Assistant Director Radiography) Tel No: (031) 530 1432
To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: Pixley.recruitment@kznhealth.gov.za
- FOR ATTENTION NOTE** : Deputy Director: HRM
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. No attachments to application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. 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). NB: African males are encouraged to apply for these posts.

- CLOSING DATE** : 02 February 2024
- POST 02/119** : **DIAGNOSTIC RADIOGRAPHER REF NO: EMS/10/2024 (X2 POSTS)**
- SALARY** : R359 622 -R408 201 per annum. Other Benefits: Medical Aid (Optional), 13th Cheque, Housing allowance (employee must meet prescribed requirements), plus 12% rural allowance.
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12). Diploma/ Degree in diagnostic radiographer. Certificate registration with health professional council of south Africa (HPCSA) as an independent diagnostic radiographer. Current registration with HPCSA as diagnostic radiographer (independent practice) current and previous experience endorsed and stamped by human resource (employment history). Knowledge and Skills: Sound knowledge and competency in diagnostic radiographer principal, system and procedure. Knowledge of radiation safety regulations. Knowledge of current research and development within the profession. Knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of related health and safety regulations. Communication skills, report writing skills, computer literacy.
- DUTIES** : To provide high quality diagnostic radiographer service according to patient's needs. To promote good health practices and ensure optimal patient care. To execute all clinical procedures competently to prevent complications. To provide 24-hour radiographic service including weekends and public holidays. To inspect and utilize equipment professionally and ensure compliance with safety regulations. To compile reports as required in the working environment. To provide administrative duties. Ensure the implementation of quality assurance and improvement programmes. To uphold patients right and promote Batho Pele principles in execution of all duties. Provide assistance and supervision to junior staff. Promote teamwork in the Department. Participate and comply with national core standards.
- ENQUIRIES** : Dr HB Nkuna Tel No: (036) 488 8205
- APPLICATIONS** : 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.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : 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. No faxed or e-mailed applications will be considered. 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. NB: No substance and travelling allowance will be paid for interview and no resettlement allowance will be paid to the successful candidate, due to budget constraints.
- CLOSING DATE** : 02 February 2024 @ 16:00
- POST 02/120** : **DIETITIAN REF NO: OSI DIET 5/2023 (X1 POST)**
- SALARY** : Grade 1: R359 622 per annum
Grade 2: R420 015 per annum
Other Benefits: 13th Cheque/service bonus, plus 12% Rural allowance, Home owners Allowance. (Employee must meet prescribed requirements) (Medical Aid (Optional).
- CENTRE** : Osindisweni District Hospital
- REQUIREMENTS** : Grade 12 certificate or equivalent. Diploma/Degree in Dietetics or equivalent qualification that allows registration with HPCSA as a Dietitian. **Grade 1:** No experience after registrations with HPCSA as Dietitian. **Grade 2:** A minimum of ten (10) years relevant experience after registration with HPCSA as Dietitian.

Current and previous experience endorsed and stamped by Human Resource (certificate of service). NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview. 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 staff and students. Performance management skills.

DUTIES : Execute all dietetics duties, function 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 service 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 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 programmes. Give expert advice on nutrition 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 service within the available resources whenever it's required to do so. Fulfil Monitoring & Evaluation duties of the section.

ENQUIRIES : Mr JN Shabane (Chief Executive Officer) Tel No: (032) 541 9201
APPLICATIONS : Applications to be forwarded to: Human Resource Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340 or hand delivered to: Human Resource Department at Osindisweni District Hospital, Oakford Road, Verulam,4340.

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 appointment is 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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. Osindisweni District 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 : 02 February 2024

POST 02/121 : **PROFESSIONAL NURSE GENERAL STREAM (CTOP) REF NO: OSI CTOP 6/2024 (X1 POST)**

SALARY : Grade 1: R293 670 – R337 860 per annum. Other Benefits: 13th cheque/service bonus, 8 % Rural allowance plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional).

CENTRE : Osindisweni District Hospital

- REQUIREMENTS** : 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. Current registration with SANC 2023 receipt. Registration certificate with SANC as a General Nurse. Current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview. 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.
- DUTIES** : To optimize access to CTOP services. To offer CTOP services including counselling of women of childbearing age. To offer family planning services. To do papsmears. 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** : Mrs LC Mtshali (Deputy Manager Nursing) Tel No: (032) 541 9202
- APPLICATIONS** : Applications to be forwarded to: Human Resource Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340 or hand delivered to: Human Resource Department at Osindisweni District Hospital, Oakford Road, Verulam,4340.
- 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 appointment is 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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. Osindisweni District 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** : 02 February 2024

POST 02/122 : **PROFESSIONAL NURSE GENERAL STREAM (MMC) REF NO: OSI MMC 7/2024 (X1 POST)**

SALARY : Grade 1: R293 670 – R337 860 per annum. Other Benefits: 13th cheque/service bonus, 8 % Rural allowance plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional).

CENTRE REQUIREMENTS : Osindisweni District 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. Current registration with SANC 2023 receipt. Registration certificate with SANC as a General Nurse. Current and previous experience endorsed and stamped by Human Resource (Service Certificate) NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview. 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.

DUTIES : Perform physical examination and reaction histories before making decision. Provide health promotion, counselling and education on MMC services in the community. Administer medications and other personalized interventions. Coordinate care in collaboration with different health care professionals. Perform MMC procedure. 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 : Mrs LC Mtshali (Deputy Manager Nursing) Tel No: (032) 541 9202
: Applications to be forwarded to: Human Resource Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340 or hand delivered to: Human Resource Department at Osindisweni District Hospital, Oakford Road, Verulam,4340.

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 appointment is 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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. Osindisweni District 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** : 02 February 2024
- POST 02/123** : **PROFESSIONAL NURSE GENERAL WITH MIDWIFERY REF NO: OSI PN 8/2024 (X1 POST)**
- SALARY** : Grade 1: R293 670 – R337 860 per annum
Grade 2: R358 626 – R409 275 per annum
Grade 3: R431 265 – R543 969 per annum
Other Benefits: 13th cheque/service bonus, 8 % Rural allowance plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Osindisweni District 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. Current registration with SANC 2023 receipt. Registration certificate with SANC as a General Nurse. Current and previous experience endorsed and stamped by Human Resource (Service Certificate). Applicants to submit certified copies/attachment/proof/certificates/ID/Driver's License/qualifications only when shortlisted. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures. Nursing Act, Problem solving and decision making, Report writing skills, Health promotion and team building, good communication skills, public speaking, listening and summarizing, Good interpersonal skills.
- DUTIES** : Work as Multidisciplinary team to ensure good nursing care by the Nursing team. Provision of optimal, holistic specialized nursing care with set standards and within a Professional/legal framework. Must be able to handle obstetric and paediatric emergencies and high-risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provide a safe, therapeutic environment as laid down by the Nursing Act. Participate in quality improvement programs and clinical audits. Maintain accurate and complete records according to legal requirement. Manage and supervise effective utilization of all resources e.g. Human, Financial and Material etc. Implementation and management of infection control and prevention protocols. Ensure the implementation of saving mothers, saving babies recommendation. Provision of support of 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 surveys. Provide advice on various aspects of quality care to the institution.
- ENQUIRIES APPLICATIONS** : Mrs LC Mtshali (Deputy Manager Nursing) Tel No: (032) 541 9202
: Applications to be forwarded to: Human Resource Manager, Osindisweni District Hospital, Private Bag X15, Verulam, 4340 or hand delivered to: Human Resource Department at Osindisweni District Hospital, Oakford Road, Verulam, 4340.
- 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 appointment is 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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. Osindisweni District 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 : 02 February 2024

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS : Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 application form and CV directly to the following email address HRRecruitment@kzntransport.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

FOR ATTENTION : Mr C McDougall

CLOSING DATE : 02 February 2024 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE : Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system, emailing the Z83 and CV directly to the relevant department/entity or submit a hardcopy application as directed). Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.dpsa.gov.za-vacancies). In terms of DPSA circular 19 of 2022, applicants are advised that part A, B C & D of the new Z83 form must be completed in full. Part E, F & G: noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that prevent re-appointment under Part F must be answered, and the application should be initialled, dated and signed. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in accordance with DPSA circular 19 of 2022, such application will not be considered. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will be faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry

Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process. It is the intention of this Department to consider equity targets when filling this position.

MANAGEMENT ECHELON

POST 02/124 : **CHIEF DIRECTOR: TRANSPORT INFRASTRUCTURE & DISTRICT SERVICES REF NO: P 01/2024**

Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY CENTRE REQUIREMENTS : R1 371 558 per annum, (all inclusive, flexible remuneration package)
: Empangeni Region

: An undergraduate qualification in Civil Engineering (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level in a road infrastructure development, construction and maintenance of the road network environment; plus, Possession of a valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Treasury Regulations and Practice Notes. Knowledge of technical policies on construction, contract management and engineering services. Knowledge of BEE and BBBEE policies and implementation. Knowledge of Departmental Strategic plan and goals. Understanding of Public Service and Departmental policies, research, analysis, objectives, developmental processes. Knowledge of Project management and financial management. Understanding of Departmental strategies and related business plans. Expert knowledge of administrative policies, practices, budgeting and managerial functions. Knowledge of Public Service reporting procedures and work environment. Knowledge of construction and engineering environment, including traffic engineering. Knowledge of the provincial road infrastructure and applicable standards. Knowledge of surveying, structural design: road and rail. Knowledge of staff development processes. Expert design, construction and maintenance of roads knowledge. Knowledge of design codes and technical specifications. Computer literacy. Project and Financial management skills. Strategic planning, presentation and facilitation skills. Report writing skills. Excellent communication skills (verbal and written). Problem solving and conflict management skills. Leadership / Managerial skills. Research, policy formulation skills. Influencing and motivational skills. Diplomatic skills (visiting foreign countries – use of best practices). Ability to interpret legislation and Departmental policies. Research, policy formulation and management thereof. Planning, organizing and negotiation skills. The ideal candidate should have a demonstrated interest in technical, administrative and related fields, show a demonstrated interest in road construction, maintenance and other related fields, be an innovative thinker and believe in openness and transparency. He / she should also be committed to organizational objectives and strategies, be receptive to ideas and suggestions, be a team leader, reliable, accurate, creative and have strong leadership abilities.

DUTIES : Construct and maintain blacktop, gravel roads and structures. Manage the provision of mechanical support services. Manage the provision of civil engineering services. Manage the provision of transport regulations in the Region. Manage the provision of transport operations. Provide infrastructure

		reporting. Ensure the development and implementation of policies. Manage the resources of the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr SS Nkosi Tel No: (033) 355 8897
<u>POST 02/125</u>	:	<u>DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: P 02/2024</u>
<u>SALARY</u>	:	R1 162 200 per annum, (all inclusive, flexible remuneration package)
<u>CENTRE</u>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An undergraduate relevant tertiary qualification in Human Resource Development, Human Resource Management, Public Administration (NQF Level 7) as recognised by SAQA; plus, A minimum of 5 years' experience at a middle/ senior managerial level in Human Resource Development environment; plus, Possession of a valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Republic of South Africa Constitution. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act. Knowledge of Performance Management Framework. Knowledge of Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act. Knowledge of Project Management principles. Knowledge of social dynamics of KwaZulu-Natal communities. Knowledge of National Youth Development Agency Act. Knowledge of Youth Development Policy. Knowledge of National and Provincial Practice Notes. Knowledge of Supply Chain Management Practices and procedures. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery frameworks. Knowledge of Human Rights Act. Knowledge of Bill of Rights Act. Knowledge of Promotion of Administrative Justice Act. Knowledge of Skills Development Act. Knowledge of Employment Equity Act. Knowledge of Human Resource Development Strategy of South Africa. Knowledge of National Skills Development Strategy. Knowledge of the National Development Plan. Knowledge of National Skills Accord. Knowledge of Youth Employment Accord. Knowledge of Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of KwaZulu-Natal Citizen's Charter. Knowledge of Intergovernmental matters. Knowledge of Ministerial Handbook. Knowledge of Protocol Manual of South Africa. Knowledge of Promotion of Equality and Prevention of Unfair Discrimination Act and any other relevant Acts / Legislative Mandates. Knowledge of Management of Information Systems. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer skills. Strategic planning and organisational skills. Research, analytical and leadership skills. Financial management skills. Time management skills. Report writing and problem-solving skills. Communication skills. Conflict management and change management skills. Project management and people management skills. Relationship management skills. Decision making and facilitation skills. Risk Management skills. Strategic direction and project planning and driving skills. The ideal candidate should be innovative, independent, time frame driven, meticulous, believe in confidentiality, proactive, honest, have integrity, be reliable, patient, committed, professional, culturally sensitive, have perseverance and be punctual. He/she must also be self-disciplined and able to work under pressure with minimum supervision and must be able to meet deadlines.
<u>DUTIES</u>	:	Maintain and enhance an effective employee departmental performance management function. Manage and monitor skills development programmes and bursaries. Manage training and development of departmental employees. Manage the provision of effective and comprehensive Human Resource Development support services to the Department. Provide overall strategic direction and leadership to the Directorate. Chair and provide secretariat and advisory service to the Human Resource Development Committee. Manage the development and implementation of National, Provincial and Departmental Directives/ Strategies/ Plans related to Human Resource Development. Manage the effective utilization of resources.
<u>ENQUIRIES</u>	:	Ms C Zwane Tel No: (033) 355 8902
<u>POST 02/126</u>	:	<u>DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: P 03/2024</u>
<u>SALARY</u>	:	R1 162 200 per annum, (all Inclusive, flexible remuneration package)
<u>CENTRE</u>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An undergraduate relevant tertiary qualification in Human Resource Management (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a middle/ senior managerial level in Human Resource Management environment; plus, Possession of a valid driver's licence

(minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Republic of South Africa Constitution. Knowledge of Public Service Act. Knowledge of Public Service Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act. Knowledge of white paper on Human Resource Management. Knowledge of Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act. Knowledge of Project Management principles. Knowledge of National and Provincial Practice Notes. Knowledge of Supply Chain Management Practices and procedures. Knowledge of Employment Equity Act. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery frameworks. Knowledge of Human Rights Act. Knowledge of Bill of Rights. Knowledge of Promotion of Administrative Justice Act. Knowledge of Skills Development Act. Knowledge of the National Development Plan. Knowledge of National Skills Accord. Knowledge of Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of intergovernmental matters. Knowledge of Ministerial Handbook. Knowledge of Protocol Manual of South Africa. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer skills. Strategic planning and organisational skills. Research, analytical and leadership skills. Financial management skills. Time management skills. Report writing and problem-solving skills. Communication skills. Conflict management and change management skills. Project management and people management skills. Relationship management skills. Decision making and facilitation skills. Risk Management skills. Strategic direction and project planning skills. The ideal candidate should be innovative, independent, time frame driven, meticulous, confident, proactive, honest, have integrity, be reliable, patient, committed, professional, culturally sensitive, have perseverance and be punctual. He/she must also be self-disciplined and able to work under pressure with minimum supervision and must be able to meet deadlines.

DUTIES

: Ensure the development and implementation of appropriate human resource policies, strategies and employment equity. Manage the effective implementation of the recruitment and selection processes. Manage general services. Provide overall strategic direction and leadership to the Directorate. Provide an effective and comprehensive strategic Human Resources support service to the Department. Ensure the development and implementation of an HR plan/strategy for the Department. Manage an effective HR information system that enhances decision-making and inform the design of strategic interventions. Implement, manage and monitor Employee Health and Wellness Programmes. Manage the resources of the Directorate.

ENQUIRIES

: Ms C Zwane Tel No: (033) 355 8902

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT**

The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities are encouraged to apply.



- APPLICATIONS** : Applications for Head Office, Seshego Treatment Centre and Mavambe Secure Care Centre should be addressed to: Head of Department, Limpopo Department of Social Development, Private Bag X9710, Polokwane, 0700 or hand-delivered at 21 Biccard Street, Olympic Towers, Ground Floor Office 030. Applications for Mavambe Secure Care can also be hand delivered at Mavambe Secure Care Centre, 1081 Vuwani Road, Mavambe Village. Applications for various institutions/Districts should be addressed as per the applicant's need:
Polokwane Welfare Complex: Head of Institution: Private Bag X9513, Polokwane, 0700 or hand delivered at Plot 303, Sterkloop, Polokwane, Capricorn District/Sekutupu Old Age Home: The District Director, Private Bag X9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg Polowane.
Sekutupu Old Age Home can also be hand delivered at Sekutupu Old Age Home, Groethoek Hospital, Mathibela Village, Zebediela.
Sekhukhune District: The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building Lebowakgomo.
Vhembe District/Thohoyandou CYCC: The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Old Parliament Building Thohoyandou.
Waterberg District: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle.
Due to closure of Giyani Post Office applications for Mopani District should be physically submitted or addressed via courier to The District Director, at Department of Social Development, Unigaza Road, Giyani Section A, 0826 or Via e-mail: recruitment@dsd.limpopo.gov.za
- CLOSING DATE** : 09 February 2024 at 16h00
- NOTE** : Applications must be submitted on Z83 form obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za; Applicants are not required to submit certified copies of qualifications with their applications but must submit a duly completed Z83 application for employment form, and a detailed CV. Certified copies of qualifications and ID will be submitted by shortlisted candidates. All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. It is the responsibility of the candidate to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (03) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. Faxed or E-mailed applications will not be considered (with exception for Mopani District). Applicants must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

INTERNSHIPS AND LEARNERSHIP FOR 2024/2025

OTHER POSTS

- POST 02/127** : **INTERNSHIP UNIVERSITY GRADUATES: HUMAN RESOURCE MANAGEMENT REF NO: DSD/2024/09 (X12 POSTS)**
(Period: 12 Months)
- STIPEND** : R6 000 per month

<u>CENTRE</u>	:	Head Office: Polokwane (X3 Posts) Vhembe District (X1 Post) Capricorn District (X2 Posts) Waterberg District (X1 Post) Mopani District (X2 Posts) Sekhukhune District (X2 Posts)
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: National Diploma/Degree in Human Resource Management or equivalent qualification as recognised by SAQA.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsele / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4315/4375/4418.
<u>POST 02/128</u>	:	<u>INTERNSHIP UNIVERSITY GRADUATES: FINANCE REF NO: DSD/2024/10 (X11 POSTS)</u> (Period: 12 Months)
<u>STIPEND CENTRE</u>	:	R6 000 per month Head Office: Polokwane (X1 Post) Vhembe District (X1 Post) Capricorn District (X2 Posts) Waterberg District (X3 Posts) Mopani District (X2 Posts) Sekhukhune District (X2 Posts)
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: National Diploma/Degree in Financial Management/Financial Accounting or equivalent qualification as recognised by SAQA.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsele / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4315/4375/4418.
<u>POST 02/129</u>	:	<u>INTERNSHIP UNIVERSITY GRADUATES: INFORMATION TECHNOLOGY REF NO: DSD/2024/11 (X7 POSTS)</u> (Period: 12 Months)
<u>STIPEND CENTRE</u>	:	R6 000 per month Head Office: Polokwane (X1 Post) Vhembe District (X2 Posts) Capricorn District (X1 Post) Waterberg District (X1 Post) Mopani District (X1 Post) Sekhukhune District (X1 Post)
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: National Diploma/Degree in Information Technology/Computer Science or equivalent qualification as recognised by SAQA.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsele / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4315/4375/4418.
<u>POST 02/130</u>	:	<u>INTERNSHIP TVET GRADUATES: HUMAN RESOURCE MANAGEMENT REF NO: DSD/2024/05 (X4 POSTS)</u> (Period: 12 Months)
<u>STIPEND CENTRE</u>	:	R5 000 per month Vhembe District (X1 Post) Capricorn District (X1 Post) Mopani District (X1 Post) Sekhukhune District (X1 Post)
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: National N Diploma in Human Resource Management as recognised by SAQA.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsele / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4315/4375/4418.
<u>POST 02/131</u>	:	<u>INTERNSHIP TVET GRADUATES: FINANCE REF NO: DSD/2024/06 (X6 POSTS)</u> (Period: 12 Months)
<u>STIPEND CENTRE</u>	:	R5 000 per month Head Office: Polokwane (X2 Posts) Vhembe District (X1 Post)

		Capricorn District (X1 Post)
		Mopani District (X1 Post)
		Sekhukhune District (X1 Post)
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: National N Diploma in Financial Management or equivalent qualification as recognised by SAQA.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4315/4375/4418.
<u>POST 02/132</u>	:	<u>INTERNSHIP TVET GRADUATES: MANAGEMENT ASSISTANT REF NO: DSD/2024/07 (X2 POSTS)</u> (Period: 12 Months)
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R5 000 per month Waterberg District
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: National N Diploma in Management Assistant as recognised by SAQA.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4315/4375/4418.
<u>POST 02/133</u>	:	<u>INTERNSHIP TVET GRADUATES: PUBLIC MANAGEMENT REF NO: DSD/2024/08 (X3 POSTS)</u> (Period: 12 Months)
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R5 000 per month Head Office: Polokwane
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: National N Diploma in Public Management as recognised by SAQA.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4315/4375/4418.
<u>POST 02/134</u>	:	<u>LEARNERSHIP TVET WORKPLACE EXPERIENCE: HUMAN RESOURCE MANAGEMENT REF NO: DSD/2024/01 (X5 POSTS)</u> (Period: 18 Months)
<u>STIPEND CENTRE</u>	:	R3 500 per month Polokwane Welfare Complex (X1 Post) Seshego Treatment Centre (X1 Post) Thohoyandou Child & Youth Care Centre (X1 Post) Sekutupu Old Age Home (X1 Post) Mavambe Secure Care Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: N6 Certificate in Human Resource Management as recognised by SAQA. Confirmation letter from the TVET College that the Learner is in need of workplace experience.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4315/4375/4418.
<u>POST 02/135</u>	:	<u>LEARNERSHIP TVET WORKPLACE EXPERIENCE: FINANCE REF NO: DSD/2024/02 (X4 POSTS)</u> (Period: 18 Months)
<u>STIPEND CENTRE</u>	:	R3 500 per month Polokwane Welfare Complex (X1 Post) Seshego Treatment Centre (X1 Post) Thohoyandou Child & Youth Care Centre (X1 Post) Mavambe Secure Care Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: N6 Certificate in Financial Management or equivalent qualification as recognised by SAQA. Confirmation letter from TVET College that the Learner is in need of workplace experience.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4315/4375/4418.

POST 02/136 : **LEARNERSHIP TVET WORKPLACE EXPERIENCE: PUBLIC MANAGEMENT REF NO: DSD/2024/03 (X4 POSTS)**
 (Period: 18 Months)

STIPEND CENTRE : R3 500 per month
 : Seshego Treatment Centre (X1 Post)
 : Thohoyandou Child & Youth Care Centre (X1 Post)
 : Sekutupu Old Age Home (X1 Post)
 : Mavambe Secure Care Centre (X1 Post)

REQUIREMENTS : Qualifications and Competencies: N6 Certificate in Public Management as recognised by SAQA. Confirmation letter from the TVET College that the Learner is in need of workplace experience.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4315/4375/4418.

POST 02/137 : **LEARNERSHIP TVET WORKPLACE EXPERIENCE: MANAGEMENT ASSISTANT REF NO: DSD/2024/04 (X2 POSTS)**
 (Period: 18 Months)

STIPEND CENTRE : R3 500 per month
 : Polokwane Welfare Complex (X1 Post)
 : Sekutupu Old Age Home (X1 Post)

REQUIREMENTS : Qualifications and Competencies: N6 Certificate in Management Assistant as recognised by SAQA. Confirmation letter from the TVET College that the Learner is in need of workplace experience.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4315/4375/4418.