The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act.

NOTE: Directions to candidates: The following documents must be submitted: Application for employment form (Z83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za, must be signed and dated. Curriculum vitae with full record of service Certified copy of ID documentation Driver's license Certified copy of the highest educational qualifications The reference number must be indicated in the column provided on the Z83 form. E.g. STC 16/2011. NB: Failure to comply with the above instructions will disqualify applicants. Please note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credits records, qualifications, citizenship, and previous experience verification). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Persons with disabilities are encouraged to apply. Please note that no S & T payments will be considered for payment to candidates that are invited for interview.

OTHER POSTS

POST 39/67: CLINICAL MANGER [MEDICAL]

SALARY: R 695 616–R772 026 Grade 1, R795 360 – R 869 679 Grade 2 Plus 13th Cheque, Medical Aid: Optional, Home Owner Allowance: Employee must meet prescribed requirement

CENTRE: Emmaus Hospital

REQUIREMENTS: Appropriate qualification in the Health Science [MBCHB] Plus Current registration with HPCSA as a Medical Practitioner Plus At least 6 years’ experience after registration with HPCSA as a Medical Practitioner. NB Certified copies of certificate of service stating the relevant experience must be attached. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE: Ability to diagnose and manage common medical problems including emergencies. Knowledge of the relevant Acts, Policies and Regulations administered by KZN Department of Health. Sound knowledge of the District Health System. Sound clinical knowledge and experience. Good communication, leadership, decision making, team building and motivation skills, computer literacy. Good planning and organizational skills. Knowledge of EPMDS.

DUTIES: Key Performance Areas: Ensure the provision of safe, ethical, legal and high quality medical care. Provide support and supervision to all medical staff. Be part of the institution strategic planning process. Manage and facilitate the formulation of medical service policies and procedures of the institution and ensure that these are in line the statutory regulations and code of ethics. Ensure the provisions of protocols and guidelines to doctors at the correct level. Participate in the Quality Improvement of the department and ensure policies and procedures are followed. Conduct clinical audit. Lease with Health District and the KZN Department of Health. To ensure that cost-effective service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies. To manage the performance of employees.

ENQUIRIES: MR L.T Mazibuko Contact No: 036 488 1570 EXT 8203

APPLICATIONS: Applications to be forwarded to: The Hospital Manager Emmaus Hospital Private Bag x 16 Winterton 3340

FOR ATTENTION: Mrs M.Q. Khanyile

CLOSING DATE: 22 October 2011

NOTE: No subsistence and travelling allowance will be paid for interview attendance


Cluster: Umkhanyakude District Health Office

SALARY: An all inclusive salary package of R514 947 per annum
**CENTRE**: Mseleni Hospital

**REQUIREMENTS**:
- An appropriate MBCHB Degree in Clinical Health Sciences; PLUS -A qualification in health management; PLUS -Current registration with Health Professions Council of South Africa (HPCSA); PLUS -A minimum of five (5) years managerial experience/extensive experience in a Regional/Tertiary Hospital Management health environment; PLUS -Unendorsed valid Code B driver’s licence (Code 08). Knowledge, Skills, Training And Competence Required: The incumbent of this post will report to the District Manager: Umkhanyakude Health District Office, and will be responsible to ensure effective and effective management of the community health centre in a manner that is cost-effective, coordinated and sustainable in order to ensure effective delivery of health services in the various disciplines catered for by the hospital, and as such the ideal candidate must: Possess analytical thinking and decision making skills. Possess leadership and planning skills. Have good inter-personal skills. Possess conflict management and skills in negotiation. Possess sound knowledge of Human Resource Management and Financial Management Systems. Possess good working knowledge of functioning of public sector institutions. Possess time management skills. Have performance management skills. Have good communication skills (verbal and written). Have knowledge of health legislation and policies. Be computer literate with a proficiency in MS Office software applications (advanced).

**DUTIES**:
- Key Performance Areas: -Provide leadership for the management team to ensure the delivery of high quality compassionate care for patients as part of the Provincial Health Care network. -Formulate and execute strategic and operational policies and plans for the institution in line with departmental priorities. -Ensure effective Financial Management in the institution in line with the Public Finance Management Act. -Facilitate the development and implementation of HR policies that promote continuous training and development of staff in the centre. -Ensure the coordination of all health services within the District. -Convey a clear vision of transformation and to oversee the transformation process within the area of responsibility in line with the vision of the KZN Department of Health. -Ensure good governance programmes and community participation. -Ensure the effective management of physical facilities and other clinical and non clinical support services in line with the provincial regulations and guidelines. -Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures. -Provide effective and efficient support services to PHC in the catchment areas. -Participate in the “sukuma sakhe” programme.

**ENQUIRIES**:
MS M P Themba: 035 -787 0631

**APPLICATIONS**:
All applications should be forwarded to: The District Manager: Umkhanyakude District Health Office, Private Bag X026, Jozini, 3969

**FOR ATTENTION**:
Human Resource

**CLOSING DATE**:
07 October 2011

**POST 39/69**:

**DEPUTY MANAGER: LABOUR RELATIONS: LEVEL 11: REF NO: G105/2011**
Cluster: Human Resource Management Services

**SALARY**:
An all inclusive salary package of R434 505 per annum

**CENTRE**: Head Office: Pietermaritzburg

**REQUIREMENTS**:
An appropriate Bachelors degree/National Diploma in Public Administration/Law; PLUS -A qualification in Labour Law or Labour Relations; PLUS A minimum of three (3) years managerial experience in Labour Relations environment; PLUS Unendorsed valid Code B driver’s licence (Code 08). RECOMMENDATIONS:- Training programmes and/or experience in Policy and System Development, Project Management and Public Administration and Financial Management will serve as a recommendation. Knowledge, Skills, Training And Competencies Required:- The incumbent of this post will report to the Manager: Labour Relations, and will be responsible to provide integrated staff relations advisory services to ensure sound labour practices in the allocated service area, and as such the ideal candidate must: Possess expert knowledge of the legislative and policy imperatives informing the area of operation. Have mediation and negotiation skills. Have the ability to analyse information relating to the area of operation and to utilise the information to identify trends, progress and potential problems, planning and organising skills. Possess high level of confidentiality. Have the ability to work independently and under pressure. Have good interpersonal relations. Possess a high level of communication skills (both written and verbal). Ensure effective communication between the Department and
other stakeholders in Health. Be computer literate with a proficiency in Ms Office Software Applications.

**DUTIES**
Key Performance Areas:- Formulate, implement and monitor policies, procedures and processes to ensure effective and efficient Labour Relations in the Department. Facilitate processes to ensure professional and constructive participation at the appropriate Bargaining Chamber. -Represent the KwaZulu-Natal Department of Health at the Public Health and Social Development Sector Bargaining Council (PHSDSBC) and the Provincial PHSDSBC forums. Promote at macro level, constructive and transparent relations with Organised Labour based on the core values of the Department. Ensure the effective and efficient utilisation of resources allocated to the Sub-Component, including the development of staff.

**ENQUIRIES**
MR P D Nyembe: 033- 395 3045

**APPLICATIONS**
All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Room 101, 5th Floor, South Tower

**FOR ATTENTION**
Mrs S D Shezi

**CLOSING DATE**
07 October 2011

**POST 39/70**
OPERATIONAL MANAGER NURSING (GENERAL STREAM) - OPD REF NO: BETH 37/2011

**SALARY**
R260 790 per Annum Plus 13th cheque Medical Aid(Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE**
Bethesda Hospital ( OPD)

**REQUIREMENTS**

**DUTIES**
Identify, develop, and control Risk Management system within the unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Display a concern for patients needs, promoting and advocating proper nursing care. Demonstrate effective communication with patients, supervisors and other clinicians. Ensure compliance with all National, Provincial, and Professional precepts in order to render safe patients service and improve client satisfaction. Facilitate and develop implementation of disaster management plan for the hospital. Monitor patients referrals systems for effective patient care. Conduct EPMDS evaluation of staff within the unit. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Maintain accurate and complete patient records including monitoring and evaluation of all patients in OPD and resuscitation unit.

**ENQUIRIES**
Deputy Manager Nursing : Mrs. T.M Vilakazi Tel no. 035 – 595 1004

**APPLICATIONS**
All applications should be forwarded to: The Chief Executive Officer, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

**CLOSING DATE**
14 October 2011

**POST 39/71**
PROFESSIONAL NURSE–SPECIALTY OPERATING THEATRE REF NO: BETH 34/2011

**SALARY**
R224 952 per Annum Plus 13th cheque Benefits: Housing Allowance and Medical Aid (Optional)

**CENTRE**
Bethesda Hospital

**REQUIREMENTS**
A minimum of 4 years appropriate recognizabel experience in Nursing after registration as a Professional Nurse and Midwife with the South African Nursing Council. Certified copy of Degree / Diploma in General Nursing, Certified copy of Highest educational qualification. Certified copy of registration with SANC as a General Nurse and Midwife. Certified copy of post Basic qualification in the relevant specialty i.e Operating Nursing Science. Certified copy of current registration receipt with South African Nursing Council.
Council. Relevant legal framework such as Nursing Acts, Mental Acts, OH&S Act, Batho Pele and Patients Rights Charter, Labour Relations Act, grievance procedures etc. leadership, organizational, decision making and problem solving, conflict handling and counseling. Good insight of procedures and policies pertaining to nursing care. Financial and budgetary knowledge. Interpersonal skills including public relation, negotiating, conflict handling and counseling.

**DUTIES**

Ensure compliance with all Nutritional, Provincial and Professional prescripts that governs operation theatre. Ensure implementation of quality standards, policies, protocols practices and procedures in the operation theatre. Provide comprehensive, quality nursing and medical care. Identify, develop and control risk managers systems in the unit. Work as part of multidisciplinary team to ensure good quality care. Maintain accurate and complete records including monitory and evaluation of all patients in theatre. Provision of safe and therapeutic environment. Implementation of quality prevention and control measures in operation theatre.

**ENQUIRIES**

Deputy Manager Nursing: Mrs. T.M Vilakazi Tel no. 035 – 595 1004

**APPLICATIONS**

All applications should be forwarded to: The Chief Executive Officer, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

**CLOSING DATE**

14 October 2011

**POST 39/72**

**ASSISTANT OFFICE MANAGER: LEVEL 9: ADMINISTRATIVE SUPPORT**

**SERVICE: REF NO: G107/2011**

Cluster: Integrated Health Service Development

**SALARY**

R221 058 per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

**CENTRE**

Head Office: Pietermaritzburg

**REQUIREMENTS**

-An appropriate Bachelors degree/National Diploma in Administration/Commerce/Office Management; PLUS -A minimum of three (3) years supervisory experience in an administrative environment; PLUS -Unendorsed valid Code B driver’s licence (Code 08). Recommendations: -Training programmes and/or experience in Project Management will serve as a recommendation. Knowledge, Skills, Training And Competencies Required: -The incumbent of this post will report to the General Manager: Health Service Planning, Monitoring and Evaluation, and will be responsible to provide and manage administrative, financial and secretariat support to the Unit and administratively co-ordinate activities enabling the Unit to function optimally within the prescribed governance framework for the Public Service, and as such the ideal candidate must: -Have the ability to grasp the imperatives set by Public Service Management Framework and other governance arrangements. -Have a good understanding of strategic and operational processes within a senior management office environment and the role of the senior manager in the organisation. -Have the ability to capture in writing the essence of discussions and key decision taken during project management and other meetings in concise clear language. -Have the ability to prioritise issues and other work related matters. Have an excellent interpersonal skills to effectively deal with a wide range of stakeholders in a highly professional manner. Have high levels of accuracy. -Have excellent communication skills (both verbal and written).

**DUTIES**

Key Performance Areas:- Administrative coordinate activities to ensure a seamless flow of information. Enable the Office to timely respond to the demands of stakeholders in a professional and reliable manner. Assist the General Manger in the office to ensure that well researched and reliable information is reported. Develop, implement and maintain office systems ensuring highly professional product being generated in the Office. Enable the General Manager to function optimally in management meetings, committees, consultative forums etc. Timeously alert the General Manager on matters affecting the optimal functioning of the Office. Consolidate input documents into a high level executive summary with a view to fast track decision making processes. Analyse governance policy imperatives and provide advice to the General Manager and others in the office. Assist the General Manager to administer confidential matters such as the performance management of senior staff reporting to him/her. Handle all Secretariat functions of the Unit. Disseminate information to all the stakeholders as and when required.

**ENQUIRIES**

MRS T Mngomezulu: 033-395 2919

**APPLICATIONS**

All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051,
Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Room 101, 5th Floor, South Tower

FOR ATTENTION : Mrs S D Shezi
CLOSING DATE : 07 October 2011

POST 39/73 : PHYSIOTHERAPIST GRADE 1 REF. NO: BETH 33/2011

SALARY : R185 778 per Annum Plus 13th cheque Medical Aid(Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Bethesda Hospital

REQUIREMENTS : National Diploma/ Degree in Physiotherapist PLUS. Current registration with the Health Professional Council of South Africa as a Physiotherapist, PLUS. 1 – 2 years experience as a Physiotherapist. Good communication skills (written and verbal). Sound knowledge of radiation control and safety and other relevant act. Good interpersonal, problem – solving and team – building skills. Sound knowledge of Physiotherapist diagnostic and therapeutic procedures and equipment.

DUTIES : Provide high diagnostic and therapeutic Physiotherapist service according to patients needs. Promote Batho Pele Principles in the execution of all duties for effective delivery. Promote good health practices to patients in need of Physiotherapy. Execute all clinical procedure competently to prevent compliance. Provide guidance and supervision to Physiotherapy students and assistants. Compile reports and memos as required by in the working environment. Give factual information to patients and clients on Physiotherapy.

ENQUIRIES : Ass. Director Physiotherapy Gr. 1 : Mr. M.J Mbele Tel no. 035 – 595 1004

APPLICATIONS : All applications should be forwarded to: The Chief Executive Officer, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

CLOSING DATE : 14 October 2011