

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

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za certified copies of ID documents, educational qualifications and professional registration certificates - not copies of certified copies and proof of current registration must be submitted together with your CV. People with disabilities should feel free to apply for the posts. 2. The reference number must be indicated in the column provided on the form Z83, eg ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful.

OTHER POSTS

POST 31/82 : **CHIEF EXECUTIVE OFFICER: LEVEL 12: DISTRICT HOSPITALS 4 POSTS AND PSYCHIATRIC HOSPITALS 2 POSTS**

SALARY : An all Inclusive MMS Salary Package of Salary Level 12: R630 822.00 per annum

CENTRE : DISTRICT HOSPITALS 4 POSTS (Cluster: District Health Services)
Ceza Hospital: Ref No. G62/2014
Dundee Hospital: Ref No. G63/2014
Greytown Hospital: Ref No. G64/2014
Mseleni Hospital: Ref No. G65/2014
PSYCHIATRIC HOSPITALS 2 POSTS (CLUSTER: Specialised Services and Clinical Support)
Ekuhlengeni Hospital: Ref No. G66/2014
Umngeni Hospital: Ref No. G67/2014

REQUIREMENTS : Appointment requirements for all posts mentioned above:- •A degree/advanced diploma in a health related field, registration with relevant professional council; **PLUS** •A degree/diploma in health management **OR** a degree/advanced in a management field. **PLUS** •At least 5 (five) years middle management experience in the health sector. •Experience as a health service manager or significant experience in management in a health service environment. •Unendorsed valid Code B driver's licence (Code 08). Competencies: Knowledge: •Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: •Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies: •Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES : Key Performance Areas:- Job Purpose •To plan , direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework , to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: •Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: •Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: •Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: •Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance.

Procurement and Management of Equipment and Supplies: •Implement a procurement and provisioning system that is fair , transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: •Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES : (Regional Hospitals) MR M M ZUNGU Tel no: 035- 395 2220
(Psychiatry Hospitals) DR GMO MAZIZI Tel no: 035- 846 7200

APPLICATIONS : All applications should be forwarded to: The Acting 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, Minus 1:1 North Tower

FOR ATTENTION : Mrs S D Shezi
CLOSING DATE : 22 August 2014

POST 31/83 : **PHARMACY SUPERVISOR X 1 REF NO: EB22/2014**

SALARY : GRADE 1: R 596 118 – R 632 697 per annum, Experience: 3 years appropriate experience after registration as a pharmacist
GRADE 2: R651 819 – R691 821 per annum, Experience: 5 years appropriate experience as a Pharmacist after registration with South African Pharmacy Council as a Pharmacist.

CENTRE : East Boom CHC - Pietermaritzburg
REQUIREMENTS : National Diploma/Degree in pharmacy. *Registration with SAPC as a pharmacist.*3 years appropriate experience after registration as a pharmacist.*Proof of current registration with SAPC as a pharmacist.

DUTIES : Execute all duties, functions and responsibilities within all applicable legislation. *Dispensing medicines. Ordering/ issuing medicines/ supplies to wards, clinics, hospitals, departments.*Comply with the requirements for Good Pharmacy Practice and the scope of practice for a pharmacist as laid down by the South African Pharmacy Council. *Ensure an accurate, efficient and cost effective pharmaceutical service including in-patient dispensing, stock acquisition and control, ARV rollout and pre-dispensing.*Maintain accurate and appropriate patient records in line with legal requirements. *Retrieve, interpret, evaluate and supply information regarding the nature and use of medicines, disease states and healthcare.*Exercise control over stock expenditure and monitor temperature and expiry dates. *Direct supervision of pharmacists, community service pharmacists, interns and pharmacy assistants and provide performance assessments.*Provide necessary orientation, training, assessing, disciplining and monitoring of all staff and provide job descriptions when required.*Promote Batho Pele principles in the execution of duties for effective delivery.*Manage and co-ordinate productivity and be part of an interactive and multidisciplinary team

ENQUIRIES : Dr E.E Oni Phone: 033 264 4908

APPLICATIONS : All applications must be addressed to the CHC Manager, East Boom CHC, PO Box 4018, Willowton, Pietermaritzburg, 3200.

FOR ATTENTION : Mr S Ngcobo
CLOSING DATE : 29 August 2014

POST 31/84 : **OPERATIONAL MANAGER NURSING (HIV/AIDS COORDINATOR) REF NO: ILE 05/2014**

Component: HIV, AID, STI, ARV& VCT

SALARY : R404 700 per annum other benefits: 13TH Cheque, Medical aid: Optional and Housing allowance {Employee must meet prescribed condition}

CENTRE : Ilembe Health District Office
REQUIREMENTS : B. Degree or National Diploma in General nurse & midwifery, one year Diploma in Clinical nurse science, Health assessment Diagnosis treatment and Care, Current registration with SANC, a minimum of 9 years appropriate / recognizable nursing experience after registration as Professional Nurse of which 5 years of the period must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care, Valid Drivers License [code 08]. Report writing abilities, financial management skills, empathy and counseling skills, strong interpersonal, communication and presentation skills, project management skills, ability to make independent decisions, an understanding of the challenges facing the public health sector. ability to

translate transformation objectives into practical plans, ability to prioritize issues and other work related matters and to comply with time frames, proven initiative, decisiveness and the ability to acquire new knowledge swiftly, computer literacy with a proficiency in MS Office Software applications.

DUTIES : Ensure that the Department of Health strategies for community based HIV and AIDS, Home Community Based Care and Operation Sukuma Sakhe are implemented in the entire District. Coordinate community based HIV and AIDS prevention strategies including condom distribution Strengthen partnership with District AIDS council, local AIDS council and ward AIDS council Manage Chaplaincy programme, Coordinate skills development for CHF, Community Care Giver supervisors, Community Care Givers, Chaplains and Traditional Health Practitioners. Facilitate linkage of ward based services to fixed PHC facilities. Monitor indicators which measure health practices in the District, provide support and report on findings to district health management. Network with other provincial departments and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organise and conduct community rallies and events that convey health messages and practices which support health programme strategies.

ENQUIRIES : Ms. TM BANDA: Deputy Manager Integrated Health service and development
APPLICATIONS : Please forward applications to: The District Manager, Ilembe Health District Office, Private Bag x10620, Kwa Dukuza 4450
FOR ATTENTION : MS JL Mhlongo Contact no: 032-4373524
CLOSING DATE : 22 August 2014

POST 31/85 : **PROFESSIONAL NURSE SPECIALITY-ADVANCED MIDWIFERY REF NO: NURS 29/2014**

SALARY : An all inclusive salary package of R275 571 per annum
CENTRE : Ladysmith Regional Hospital
REQUIREMENTS : Current Registration with SANC as a Professional Nurse, Diploma/Degree in nursing or equivalent qualification, A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Advanced Midwifery Nursing Science, A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse. Certificate of Service endorsed by Human Resource Department, Knowledge, Skills, Training And Competencies 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 : Key Performance Areas: 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 patient's needs, Implement NELS principles to save life of the neonates, Evaluate patient care programmes from time to time and make proposals for improvement

ENQUIRIES : Mrs. T.M Buthelezi 036 637 2111
APPLICATIONS : All applications should be forwarded to: Hospital Manager: Applications, Ladysmith Hospital, Private Bag X9928 LADYSMITH, 3370
FOR ATTENTION : Human Resource Department
CLOSING DATE : 22 August 2014

POST 31/86 : **PROFESSIONAL NURSE SPECIALITY– PAEDIATRICS 3 POSTS REF NO: NURS 30/2014**

SALARY : An all inclusive salary package of R275 571 per annum

CENTRE : Ladysmith Regional Hospital

REQUIREMENTS : Current Registration with SANC as a Professional Nurse, Diploma/Degree in nursing or equivalent qualification, A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Paediatric Nursing Science, A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse. Certificate of Service endorsed by Human Resource Department, Knowledge, Skills, Training And Competencies 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 : Key Performance Areas: •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 patient's needs, Implement NELS principles to save life of the neonates, Evaluate patient care programmes from time to time and make proposals for improvement

ENQUIRIES : Mrs. N.L. Damane 036 637 2111

APPLICATIONS : All applications should be forwarded to:
Hospital Manager: Applications, Ladysmith Hospital, Private Bag X9928 LADYSMITH, 3370

FOR ATTENTION : Human Resource Department

CLOSING DATE : 22 August 2014

POST 31/87 : **ASSISTANT MANAGER: CUBP-CLINIC UPGRADING AND BUILDING PROGRAMME (LEVEL 09) REF NO: UTHUNG 19/2014**

SALARY : R270 804 per annum plus benefits 13th Cheque, Medical Aid (Optional) Housing allowance (Employee must meet prescribed minimum requirements)

CENTRE : Uthungulu Health District Office

REQUIREMENTS : National Diploma/Degree in Health Science. Three (3) years supervisory clinical experience in PHC environment. Computer Literacy: MS Office Software Application. Valid code B Driving licence Proof of current and previous work experience endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies Required: - Strong interpersonal, communication and presentation skills, particularly with regard to traditional leaders. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritise issues and other work related matters and comply with time frames.

DUTIES : Key Performance Areas: - Plan, in conjunction with technical colleagues, the location and design of new clinics in response to community requests, size and geographic dispersions. Inspect PHC clinics to establish their condition, operating hours and clinical practices to ensure that the quality of service is not compromised by these factors. Process applications for new clinics and provide feedback to communities on location and construction times frames. Plan mobile clinic routes and numbers to ensure there is adequate access to PHC services in rural areas. Monitor construction and maintenance processes to ensure that progress is consistent and provide feedback to communities and management. Work with Head Office Infrastructure, District Office Human Resource section and institutions in ensuring that each and every clinic has enough employees from the Expanded Public Works Programme (EPWP).

ENQUIRIES : Mrs I.F Mkhize Tel: 035-787 0631/3/4/5

APPLICATIONS : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880

FOR ATTENTION : Mr S.D Mzimela

CLOSING DATE : 15 August 2014

DEPARTMENT OF PUBLIC WORKS

APPLICATIONS : Direct your application, quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement, to: The Senior Manager, Human Resources, Department of Public Works, Private Bag X9142, Pietermaritzburg 3200, Alternatively, applications can be delivered to Fedsure House, 251 Church Street, Pietermaritzburg.

FOR ATTENTION : Ms Zanele Mncwabe

CLOSING DATE : 15 August 2014

NOTE : Note to applicants: The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer. Women and people with disabilities are encouraged to apply. Applicants with disabilities may qualify for relaxed advertisement appointment requirements in terms of driver's licence, computer literacy, experience and/or any other required competence, provided such is not an inherent requirement of the post and subject to proof of disability being submitted with the application. Applications must be submitted individually on the prescribed Z83 form, obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae together with certified copies of qualifications, skills or competencies to substantiate compliance with/adherence to the appointment requirements plus a clear and legible, certified copy of the valid South African bar-coded ID (passports will not be accepted) and valid South African driver's licence. Copies of copies OR copies on the blank side of the copy will not be accepted. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof. It is the applicant's responsibility to have foreign qualifications assessed for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instruction will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidates personal information will be subjected to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application unsuccessful. Please note that further communication shall be restricted to those candidates who have been shortlisted. Appointment to these posts is subjected to the appointees signing a performance agreement. Please note reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of these posts will be guided by the Department's Employment Equity targets.

OTHER POSTS

POST 31/88 : **DEPUTY MANAGER: CONSULTANTS AND CONTRACTORS REF NO: HO/OPS/062014**

SALARY : R630 822 per annum (Salary Level 12), to be structured as per the provisions of the middle management service package.

CENTRE : Head Office – Pietermaritzburg

REQUIREMENTS : An appropriate and recognized Bachelors Degree/National Diploma in the Building Environment, plus a minimum of 3 years' relevant management experience. Candidates must be computer literate in MsWord, MsExcel, MsPowerPoint and MsOutlook and in possession of a valid driver's licence. Skills, Knowledge And Competencies: Sound knowledge of relevant prescripts. Good communication, liaison, planning, analytical and innovative thinking and decision-making skills.

DUTIES : Key Performance Areas: Manage the development of strategies relating to the appointment of consultants and contractors. Manage the Emerging Contractor Development Programme. Manage the development of policies. Manage empowerment programmes for consultants and contractors. Manage the resources of the component

ENQUIRIES : Mr X.C. Xulu 033 355 5572

POST 31/89 : **ASSISTANT MANAGER: FLEET MANAGEMENT REF NO: HO/CS/062014**

SALARY : R270 804 per annum (Salary Level 9)

CENTRE : Logistics Services: Head Office – Pietermaritzburg

REQUIREMENTS : An appropriate and recognized Bachelors Degree/National Diploma, plus a minimum of 3 years' relevant experience. Candidates must be computer literate in MsWord, MsExcel, MsPowerPoint and MsOutlook and in possession of a valid driver's licence. Skills, Knowledge And Competencies: Sound knowledge of transport policies and other related prescripts. Knowledge of the PFMA and Treasury Regulations. Good written and verbal communication skills. Good interpersonal relations and supervisory skills. Recommendations: Experience in conducting analytical research and investigations would be an added advantage.

DUTIES : Key Performance Areas: Manage the Departmental Fleet. Administer subsidized transportation. Manage Local Transport Services. Develop and monitor the implementation of policies and procedures. Manage the resources of the component

ENQUIRIES : Mrs F.M. Dlamini 033 260 4115

POST 31/90 : **ADMIN OFFICER: ACQUISITIONS AND DISPOSALS (PROPERTY MANAGEMENT)**

SALARY : R227 802 per annum (Level 08)

CENTRE : Head Office: Pietermaritzburg

REQUIREMENTS : Grade 12 or equivalent plus minimum 3 years' relevant experience in property management in Property/Real Estate/Conveyancing Environment. Proficiency in Microsoft packages (MS Word, Excel and PowerPoint). Strong communication skills, both written and verbal. Be in possession of a valid driver's licence
 Recommendation: Knowledge of procedures and processes in terms of KZN Land. Administration Act, 2003. Knowledge of Deeds Registries Act,1937. Knowledge of PFMA,1999 as amended and Treasury Regulations. Research skills. Report writing skills. Interpretation and application of policies/legislation. Interpersonal skills

DUTIES : Key Performance Areas: Co-ordinate the acquisition of immovable property on behalf of the Clients Department. Co-ordinate the disposal of Provincial Government's surplus immovable property. Liaise with relevant stakeholders in relations to Acquisition and Disposal of properties. Co-ordinate and ensure Implementation and Compliance of policies and procedures. Provide administrative support services to the component and regions

ENQUIRIES : Ms R. Asaram 033 355 5472