



health

Department:  
Health

PROVINCE OF KWAZULU-NATAL

BENEDICTINE HOSPITAL  
VRYHEID MAIN ROAD  
PRIVATE BAG X5007, NONGOMA 3950  
Tel: 035-8317027, Fax: 035-8310893 Email:  
[sithembile.masikane2@kznhealth.gov.za](mailto:sithembile.masikane2@kznhealth.gov.za)  
[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

---

**TO HEADS OF ALL INSTITUTIONS  
VACANCIES: BENEDICTINE HOSPITAL  
CIRCULAR MINUTE NO: BENE 5/2012**

The contents of the circular minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in regional/ district offices. Institutions must notify all candidates who qualify for the posts in this minute even if they are absent from their normal places of work.

**DIRECTIONS TO CANDIDATES**

1. The following documents must be submitted:
  - a) Application for Employment Form (Z83), which is obtainable at any government department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za)
  - b) Certified copies of highest educational qualification and professional registration – not copies of certified copies.
  - c) Curriculum Vitae.
  - d) Certified copies of proof registration with council (if applicable).
  - e) No faxed/ email application will be accepted.
2. **NB** Failure to comply with the above instructions will disqualify applicants.
3. **The appointment is subject to positive outcome obtained from the following checks: (security clearance, credit records, qualifications, citizenship and previous employment verifications.)**
4. **Non-South African citizen applicants must provide valid work permit**
5. Applications for these posts must be posted to:  
**Human Resource Department: Attention: Ms PH. Nene  
Benedictine Hospital  
Private Bag X 5007  
Nongoma  
3950**

**NB: PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS NO S & T  
CLAIMS WILL BE PAID FOR ATTENDING INTERVIEWS**

**CLOSING DATE: 06 JULY 2012**

## **APPLICATIONS ARE INVITED FROM SUITABLE QUALIFIED PERSONS FOR THE FOLLOWING POST.**

**JOB TITLE** : SENIOR HUMAN RESOURCE PRACTITIONER (LEVEL 8)  
**INSTITUTION** : BENEDICTINE HOSPITAL  
**REFERENCE NO.** : BEN/SHRP/02/2012  
**NO OF POSTS** : 01  
**SALARY** : R185 958.00 per annum PLUS  
13<sup>TH</sup> cheque, Housing allowance: (Employee must meet prescribed requirements)

### **MINIMUM REQUIREMENTS**

- Degree or National Diploma in Human Resource Management/Public Management/Labour Law **PLUS** three years clerical and administrative experience in Staff Relations component.
- Valid driver's license

### **RECOMMENDATIONS**

- Certificate in Investigation and Presiding Offices' course
- Computer Certificate

### **KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:**

- Knowledge and understanding of legislation and policies pertaining to Human Resource Management
- In depth knowledge of Labour Relations framework and PERSAL
- Problem solving, decision making, human relations and communication skills
- Ability to maintain high level of confidentiality
- Good negotiation and conflict management skills
- Knowledge of National Core Standards
- Computer skills

### **KEY PERFORMANCE AREAS**

- To manage functioning of Staff Relations section in order to ensure provision of High Quality service
- Maintain and promote sound staff relations within the institution and ensure adherence to Labour Relations Act, BCEA and other relative legislative prescripts
- Deal with grievances, discipline and misconduct cases in terms of laid down policies and procedures
- Participate in the development of Staff Relations strategies and policies
- Prepare reports for Management on Staff Relations issues
- Identify training gaps and ensure implementation of in-service training programmes
- Promote orderly collective bargaining within the institution
- Investigate and preside on disciplinary enquiries
- Provide efficient conflict management support
- Monitor the implementation and adherence to Labour Relations Policies
- Collect and analyse statistics in respect of Labour related issues
- Represent Employer at conciliation and arbitration

**ENQUIRIES: MR. MM ZULU**

**CLOSING DATE: 06 July 2012**

**ORIGINAL SIGNED BY:**

---

**HOSPITAL C.E.O  
BENEDICTINE HOSPITAL**

---

uMnyango Wezempilo . Departement van Gesondheid

*Fighting Disease, Fighting Poverty, Giving Hope*