



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

St Apollinaris Hospital, Off Main Road, Centocow Mission, Creighton, 3263
Private Bag x 206, Creighton, 3263
Tel: 039 8338008 Fax: 039 8339190 Email: thulani.dlamini@kznhealth.gov.za
www.kznhealth.gov.za

Human Resource Section

Enquiries: Human Resource Section

Date: 12 July 2016

TO ALL HEADS OF INSTITUTIONS

CIRCULAR FOR VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE SAP 05/2016

The contents of this circular must be brought to the attention of all eligible personnel and employees in your establishment without delay. Institutions must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal place of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
 - 1.1 Application for Employment form (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za and first page to be fully completed.
 - 1.2 Certified copies of highest educational qualifications – not copies of certified copies.
 - 1.3 Curriculum Vitae.
 - 1.4 Certified copy of Identity Document
 - 1.5 Certified copies of Registration certificates.
 - 1.5 Certificate of service endorsed by Human Resources.
2. The reference number must be indicated in the column provided in the Z83, e.g. SAP 1/2016
NB. Failure to comply with the above instructions will disqualify applicants.
3. This department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department.
4. Due to the large applications we envisage to receive, applications will not be acknowledged and only shortlisted candidates will be contacted

“People with disabilities should feel free to apply”

The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC)

(Due to financial constraints, No S&T claims will be compensated to shortlisted candidates)

All applicants should be forwarded to

The Chief Executive Officer
St Apollinaris Hospital
Private Bag X206
Creighton
3263

Attention: Human Resource Section
29 July 2016

Closing date for all posts

:

29 July 2016

CHIEF EXECUTIVE OFFICER
(Original signed by CEO)

DATE

POST	:	Clinical Manager (Obstetrics)
REFERENCE	:	SAP 20/2016
SALARY	:	R981, 093 (All-inclusive Package)
OTHER BENEFITS	:	Rural Allowance and Commuted Overtime but subject to prior approval.

MINIMUM REQUIREMENTS

- Senior Certificate **PLUS**
- An appropriate qualification in the Health Science (MBCHB) **PLUS**
- Proof of Current registration with the HPCSA as a Medical Practitioner **PLUS**
- At least 3 years' experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner **PLUS**
- Certificate of service must be attached and endorsed by Human Resource Section.

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of health legislation and policies at the public institution.
- Sound knowledge of clinical skills, Knowledge and experience in District Health System/NHI.
- Ability to develop policies and Computer literacy.
- Sound negotiation, planning, organizing, decision making and conflict management skills.
- Good team building and problem solving.
- Knowledge of medical disciplines and management skills.

KEY PERFORMANCE AREAS:

- Diagnose, evaluate and manage patients' state of health.
- Perform surgical, obstetrics and gynecological procedures.
- Maintain accurate and appropriate health records in accordance with legal ethical considerations and continuity of patient care.
- Provision of quality care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies.
- Ensure ongoing monitoring and evaluation of obstetrics and gynaecological services.
- Participate in quality improvement programmes and research projects.
- Assist the hospital to achieve the district level package of services.
- Formulate strategic plans in keeping with the requirements of the hospital.
- After-hours clinical participation ensuring 24 hour medical coverage
- Provide supervision to junior Doctors, Community Service and Sessional Doctors
- Exercise control over budget within the sphere of functioning and ensure that there is efficient and effective control of medical supplies, equipment and miscellaneous stores
- Ensure compliance with leave policies
- Participate in National Core Standards

ENQUIRIES SHOULD BE DIRECTED TO MRS LV SAKYIAMAH @ 039 833 8030 / 8026

POST : Assistant Director (Systems) (Level 9)
REFERENCE NUMBER : SAP 21/2016
CENTRE : St Apollinaris Hospital
SALARY : R311, 784.00 per annum plus 13th cheque
OTHER BENEFITS : medical aid (optional) Homeowner`s allowance
(employee must meet prescribed requirements)

MINIMUM REQUIREMENTS

- Senior Certificate or equivalent qualification **PLUS**
- A three year Bachelor`s Degree or National Diploma in Public Management/Administration or Financial/Accounting Management **PLUS** At least three years supervisory experience in a Systems Component **PLUS**
- Valid unendorsed driver`s licence **PLUS**
- Certificate of service must be attached and endorsed by Human Resource Section.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of systems as well as relevant acts and regulations.
- Sound Management, negotiation, inter-personal and problem-solving skills.
- Good verbal and written communication skills.
- Decision making and problem solving skills.

KEY PERFORMANCE AREAS:

- Manages day to day functioning of systems department in the Institution to ensure that the high quality of services is being rendered to.
- Participates in the development of policies that are in line with the Department`s strategies and ensures that they are being implemented.
- Manages and controls systems in the Institution.
- Provides expert advice to the management on matters relating to systems administration.
- Provides the Management with information that is accurate and reliable to facilitate effective planning and decision making.
- Ensure appropriate risk management and controls
- Ensure that the Systems Section remains within its cash flows.
- Provide technical advice and statistical reports to the management team and carry out appropriate project evaluations and feasibility studies to ensure optimum efficiency and value for money in conjunction with the Finance Department.
- Ensure that the hospital complies with all statutory regulations and bylaws e.g. OHAS Act, Security, etc

ENQUIRIES SHOULD BE DIRECTED TO MRS LV SAKYIAMAH @ 039 833 8030 / 8026

POST	:	Operational Manager Nursing (PHC Supervisor)
CENTRE	:	PHC
REFERENCE NUMBER	:	SAP 22/2016
TOTAL NUMBER OF POSTS	:	1
SALARY	:	R 465 939.00 per annum
OTHER BENEFITS	:	Rural allowance, 13th Cheque, Medical Aid (Optional), Homeowner`s Allowance (employee must meet prescribed requirements)

MINIMUM REQUIREMENTS

- Senior Certificate/Equivalent qualification **PLUS**
- Degree / Diploma in General Nursing and Midwifery **PLUS**
- Current registration with SANC as a Professional Nurse **PLUS**
- Post Basic qualification with duration of at least 1 year in curative skills in Primary Health Care accredited with SANC **PLUS**
- A minimum of nine years appropriate/ recognizable nursing experience after registration as professional Nurse with the SANC in General Nursing **PLUS**
- At least five years of the period referred to above must be appropriate experience/recognizable nursing experience after obtaining the one year post basic qualification in Primary Health Care **PLUS**
- Certificate of service must be attached and endorsed by Human Resource Section..

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex reports when required.
- Work as part of the multi-disciplinary team at unit level to ensure good nursing care by the nursing team.
- Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences.
- Display a concern for patience promoting, advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele.
- Demonstrate basic computer literacy as a support tool to enhance service delivery.
- Have knowledge to analyse data
- Be computer literate

KEY PERFORMANCE AREAS

- Demonstrate an in depth understanding legislations and related legal and ethical nursing practices and how this impacts on service delivery.
- Co-ordinate and monitor the implementation of nursing care plan and evaluate thereof.
- Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility.
- Maintain a constructive working relationship with nursing and other stakeholders.
- Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- Demonstrate a basic understanding of HR and financial policies and practices.
- Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.
- Monitor and evaluate the performance of primary health care services and systems within the designated service area.
- Ensure and monitor that primary health care within the designated services area are provided with adequate support by multi-disciplinary team attached to the mothering institution.
- Ensure an integrated approach with the implementation of various primary health care programmes.
- Supervise all clinics under the Hospital.

ENQUIRIES SHOULD BE DIRECTED TO MRS PP GASA @ 039 833 8000 / 8013/8083