



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 10 OF 2024
DATE ISSUED 15 MARCH 2024

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.

AMENDMENT

: **OFFICE OF THE CHIEF JUSTICE:** Kindly note that the post of Registrar with Ref No: 2024/18/OCJ, Centre KwaZulu-Natal Division of the High Court: Durban advertised on Public Service Vacancy Circular 09 dated 08 March 2024 with a closing date of 25 March 2024, the recommended candidate will be based in Pietermaritzburg Division of the High Court. Apologies for any inconvenience caused.

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

ERRATUM: Kindly note that the following post advertised in Public Service Vacancy Circular 09 dated 08 March 2024. The Professional Nurse with Midwifery (General) with Ref No: MBO 06/2024 (X5 posts) under **King Cetshwayo Health District {Mbongolwane District Hospital Hospital}**. The Reference number Ref No: MBO 06/2024 has been removed. The reference numbers have been amended as follows: HAST – Ref No: MBO 06/2024(a) (X1 Post); Medical - Ref No: MBO 07/2024(b) (X1 Post); Theatre - Ref No: MBO 08/204 (c) (X1 Post); Maternity - Ref No: MBO 09/2024 (d) (X2 Posts). The closing date of the post has been amended to 03 April 2024

OTHER POSTS

- POST 10/210** : **MEDICAL SPECIALIST GRADE 1/2/3 – (UROLOGY) REF NO: HRM 04/2024 (X2 POSTS)**
Directorate: King Edward VIII & ST Adain's Hospitals
- 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 packages)
Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive packages)
Other benefits: 13th cheque, medical aid (optional), homeowner allowance on application- (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : King Edward VIII & ST Adain's Hospitals
: MBCHB or equivalent, FC Urology (SA) OR equivalent plus Registration certificate as a Specialist with the HPCSA plus Current registration with HPCSA (2024/2025) plus Recommendation: Computer Literacy. **Grade 1:** none to less than 5 years actual experience as a Specialist after registration with the HPCSA. **Grade 2:** 5-10years actual experience as a Specialist after registration with the HPCSA. **Grade 3:** 10 years or more actual experience as a Specialist after registration with the HPCSA. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge, competence, and skills in Urology. Good communication skills, leadership and decision-making qualities. Ability to diagnose and manage common Urological problems. Ability to work in a multidisciplinary team and highly pressured environment. Rational use of resources. Sound knowledge of medical ethics. Knowledge of current health and public service legislation and policies
- DUTIES** : Render a comprehensive quality urological service and care to patients. Provide support to Head Clinical Unit in the management of the department, including human resources and financial resources. Perform and interpret urological procedures and studies. Maintain clinical, professional and ethical standards related to urological services rendered. Participate in quality improvement programs of the department. Actively participate in academic under and post-graduate urological programs and research (including clinical teaching). Perform outreach services when required. Rendering of after- hours service as required by the department. Perform other duties as determined by the Head of Clinical unit. Participation in commuted overtime is compulsory.
- ENQUIRIES APPLICATIONS** : Dr KB Bilenge Tel No: (031) 360 3854 (Senior Manger Medical Services)
: Hand delivered applications should be posted into the red box, next to the ATM in the Admin building. Please forward emailed applications to twigg.garib@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.za
- FOR ATTENTION NOTE** : Mrs NJ Garib (HR Department)
: 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. Applicants for employment must be full completed Z83 form and updated CV only. Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. 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, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 03 April 2024
- POST 10/211** : **OPERATIONAL MANAGER SPECIALTY PHC GATEWAY CLINIC REF NO: ITSH 01/2024**
- SALARY** : R627 474 per annum. Other benefit: 13th cheque, Housing Allowance (employee must meet the prescribed requirement) 12% Rural allowance and Medical Aid (optional)
- CENTRE** : Itshelejuba Hospital

- REQUIREMENTS** : National Senior Certificate (grade 12) or standard 10. Degree/National diploma in General Nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as a General Nurse and Midwifery and primary Health Care Plus. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a professional nurse and midwifery with SANC in General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in primary Health Care. Knowledge, Skills, Training and Competencies: understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Knowledge of all applicable Regulations, Acts and legislations such as Nursing Acts, mental Act, OH&S Act, Batho Pele principles and patients' rights charter, labour Relation Act, grievances procedures and finance policies etc. knowledge of Human Resource and Financial Management. Good communication, interpersonal relations, counselling, conflict management, and decision making skills. Leadership, supervisory, organisational, decision making, and problem solving, conflict handling and counselling. Demonstrate and understanding of Human Resource and Financial Management Policies and procedures.
- DUTIES** : Implementation of Quality Improvement Plan. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor b staff performance according to EPMDS. Deal with disciplinary and grievances matters including monitoring and managing absenteeism. Evaluate and monitor compliance with clinical protocol norms and standards within the clinic. Facilitate the realization and maintenance of ideal clinic programme improvement plans. Ensure proper management of patient's safety incident and development quality improvement plans thereof. Work as part of the multidisciplinary team to ensure good nursing care. Facilitate the attainment of norms and standards. Monitor and evaluate the care and management of all patients through clinical audit. Supervise and monitor implementation of PHC re-engineering. Monitor implementation of performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyse data and draw up quality improvement plan implementation plan. Facilitate planning, organisation and monitoring of objective of the facility. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Develop and facilitate strategies to achieve targets for priority programs as set on indicators. Ensure proper management of complaints, compliments and suggestions and develop quality improvement plans thereof.
- ENQUIRES APPLICATIONS** : All enquiries should be directed to Mrs CN Mwelase Tel No: (034) 413 4000
: All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital. Applicants are encouraged to use courier service since we are experiencing challenges with post office.
- NOTE** : Directions to candidates, the following documents must be submitted: applications for Employments are required to complete and submit z83 form (obtainable at any Government Department or from website www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in column provided on the form Z83. Applications for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae. The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledge. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this 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, citizenship, Verification of Educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (CIPC). The contents of this circular minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal workplace. It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- CLOSING DATE** : 12 April 2024
- POST 10/212** : **OPERATIONAL MANAGER NURSING GR1 (O&G) REF NO: MOSV 05/2023 (X1 POST)**
- SALARY** : R627 474 per annum. Other Benefits :12% Rural Allowance.13th Cheque. Medical Aid (Optional), Home Owners/Housing Allowances (employee must meet requirements)
- CENTRE** : Mosvold District Hospital
- REQUIREMENTS** : Senior certificate (Grade 12). Degree/Diploma in General Nursing and Midwifery. One-year Post Basic Diploma in Advanced Midwifery and Neonatal Nursing Science. Registration Certificate with SANC as a and Midwifery, Current registration with SANC (2024). A minimum of 9 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse of which 5 years must be an appropriate recognizable experience after obtaining a one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Recommendations:

Basic Computer Literacy. One-year Administration certificate in Nursing Management. 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. Leadership, Organizational, Decision Making, Problem solving and interpersonal skills within the limits of the Public Sector. Conflict Management and good negotiation skills. Knowledge of code of conduct and labour relations.

DUTIES

: Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring the implementation of objectives of the institution. Ensure the implementation of maternal and child health care programmes, e.g. PMTCT, MBFI, PPIP, KINC, NEPOC, etc. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Provide leadership in the implementation of the National Core Standards. Ensure Quality Data Management. Resolve conflicts, oversee disciplinary and grievance matters including monitoring and managing absenteeism. Ensure adherence to principles of IPC practices in the unit. Management of human resources and financial resources. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirement and expectations. Manage all resources effectively and efficiently to ensure optimal service delivery. Manage staff performance through EPMDS and formulate training programmes for staff development. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts.

ENQUIRIES

: All enquiries should be directed to Mr. MK Khanyile Tel No: (035) 591 0122

APPLICATIONS

: All applications must be addressed to Mosvold Hospital Private Bag X02211, Ingwavuma, 3968 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za

NOTE

: Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately and fully completed, dated and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on Z83. E.g. Reference number (MOSV/01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

CLOSING DATE

: 05 April 2024

POST 10/213

: **ASSISTANT NURSING MANAGER (GENERAL) REF NO: CJMH 03/2024**

SALARY

: R627 474 per annum. Other benefits: 13th Cheque, medical aid (optional) housing allowance (employees must meet prescribed requirement). Medical Aid (Optional) 12% Rural Allowance

CENTRE

: Charles Johnson Memorial Hospital

REQUIREMENTS

: Senior certificate / Grade 12. Basic R425 qualification. (Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 8 years appropriate/ recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to the above must be appropriate / recognizable experience at management level. Current registration with SANC (2024). Only Z83 and Curriculum Vitae must be submitted. Recommendation: Degree / Diploma in Nursing Administration. Knowledge, Skills, Training and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing act, Occupational Health and Safety Act, Patients' Right Charter, Batho-Pele Principles, information management, Infection control, quality assurance etc. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management. Knowledge of HR and Financial policies and practices such as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures. Computer literacy. Basic financial management skills.

DUTIES

: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care in Medical inpatient units. Participate in the analysis, formulation and implementation and evaluation of nursing and medical guidelines, practices, standards and procedure. Manage Human Resource within the quality team in terms of EPMDS. Monitor and ensure proper utilization of financial and physical resources and evaluate the implementation of

relevant prescript and legislation. Initiate and participate in health promotion to ensure consistence communication of relevant, accurate and comprehensive information on health care. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure quality health care for the service users. Implement the monitoring and evaluation of framework to ensure adherence to quality and ethical standards by all components. Work effectively and amicably, at a management / supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues. Identify and manage clinical risk compliance with IPC protocols. Provide effective support to nursing service. 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 and in depth understanding of nursing legislation and related legal and ethical nursing practise and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards as determined by relevant health facility.

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

NOTE CLOSING DATE : Due to financial constraints S&T and resettlement will not be paid
 : 05 April 2024

POST 10/214 : **OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: PMMH 02/2024 (X1 POST)**
 Component: Theatre

SALARY : R627 474 – R703 752 per annum. Other benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospita
 : Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse” with Midwifery. A post basic nursing qualification in ‘Operating Theatre Nursing Science’ with duration of at least 1 year accredited with SANC. Certificates of registration with SANC as a Professional Nurse and other relevant post basic qualification. Current registration with SANC (2024). Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one 1 year post basic qualification in Operating Theatre Nursing Science. Recommendation: Computer literacy. Knowledge, Skills Training and Competencies Required: Knowledge of nursing statutes and other relevant legislative frameworks. Knowledge of Health Care Service delivery. Knowledge of disciplinary processes. Knowledge of basic / standard management principle of approach. The ability to function well with a team. Sound communication, interpersonal, counselling and time management skills. Understanding of Human Resource needs and developments as well as financial policies and practices. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Supervisory and analytical thinking skills. Ability to plan, organize own work, time and that of support personnel to ensure proper nursing care. Ability to formulate departmental service standards.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in Theatre, in conjunction with team members within professional and legal framework. Provide efficient and effective management and leadership in the unit. Ensure effective, efficient management of resources including staff, budgetary planning and procurement process. Supervise and monitor clinical competencies of staff ensuring that principles of nursing care are implemented. Ensure that disciplinary measures are implemented in accordance with Labour Relations Act. Ensure implementation of OHSC requirement. Promote a harmonious conducive working environment to enhance quality patient care. Facilitate and participate in development training and mentorship of staff and students. Develop, monitor and evaluate staff performance through EPMDS. Establish and maintain constructive working relationship with Nursing and other stakeholders. Formulate ward policies, guidelines, SOP’s and protocols. Develop and implement strategies for Infection Prevention and Control in the unit. Conduct clinical audits and verify statistics. Strengthen ethics and professionalism in the unit. Monitor and control the quality of patient care. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES APPLICATIONS : Mrs RM Abboo Tel No: (031) 907 8518
 : Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060 or Hand deliver to A-Block 1st Floor white applications box.

FOR ATTENTION NOTE : Mr. MF Mlambo
 : The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) (only). Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form ‘Application for employment’ (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83

form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies. The ‘Reference Number’ and ‘Position’ for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH 02/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs. Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver’s Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high 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, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate’s responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE

: 05 April 2024

POST 10/215

: **OPERATIONAL MANAGER – WALTON CLINIC REF NO: LRH 17/2024 (X1 POST)**

SALARY

: R627 474 – R703 752 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
 : Senior Certificate (Grade 12). Degree / Diploma in General Nursing and Midwifery. Plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and care. Registration certificates with SANC IN General Nursing and Midwifery and in Clinical Nursing Science, Health Assessment Treatment and Care. Current registration with SANC (2024). A minimum of 9 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in General Nursing, At least 5 years of the period mentioned above must be appropriate recognizable experience in Primary Health Care after obtaining (1) one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A Valid Driver’s licence Recommendation: Degree / Diploma in Nursing Administration. Knowledge, Skills, Training, And Competencies: Good verbal and written communication and report writing skills. Leadership, organizational, decision making and problem solving skills. Knowledge of legal frame work and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho Pele principles and Patients’ Rights Charter.

DUTIES

: Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. 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). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / wards and report to nursing management.

ENQUIRIES APPLICATIONS

: Mrs. N.G. Nkehli Tel No: (036) 637 2111
 : All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za / Nkosinathi.siyaya@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION NOTE

: Mr S.L.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 : 05 April 2024

POST 10/216 : **MEDICAL SPECIALIST GRADE 1/2/3 – (UROLOGY) REF NO: HRM 03/2024 (X20 SESSIONS)**

SALARY : Grade 1: R585 000 per annum
Grade 2: R667 000 per annum
Grade 3: R772 000 per annum

CENTRE REQUIREMENTS : King Edward VIII & ST Adain’s Hospitals
: MBCHB or equivalent, FC Urology (SA) or equivalent Plus. Registration certificate as a Specialist with the HPCSA Plus. Current registration with HPCSA (2024/2025) Plus. Grade 1: (0-5 years’ experience). Grade 2: (5-10 years’ experience). Grade 3: 10 years or more. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Sound clinical and surgical knowledge and experience in Urology. Knowledge of current Health and Public Service Legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision making and clinical skills. Ability to teach doctors, students and participate in continuing professional development.

DUTIES : Provide safe, ethical and high quality tertiary urology services. Provide a full package of services including complex Urology cases. Support and assist junior urology trainees. Support clinical service delivery plans and priorities with hospital plans and priorities. Accept delegated responsibility from the Clinical Head of the Unit. Liaison with Clinical head regarding service delivery.

ENQUIRIES APPLICATIONS : Dr K.B. Bilenge Tel No: (031) 360 3854 (Senior Manger Medical Services)
: Hand delivered applications should be posted into the red box, next to the ATM in the Admin building. Please forward emailed applications to twiggy.garib@kznhealth.gov.za and kingedwardhospital.HRJobapplication@kznhealth.gov.za

FOR ATTENTION NOTE : Mrs NJ Garib (HR Department)
: 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. Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. 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, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying

CLOSING DATE : 03 April 2024

POST 10/217 : **CLINICAL PROGRAMME CO-ORDINATOR (TB COORDINATOR) GRADE 1 REF NO: KCD 02/2024**

SALARY : R497 193 - R559 686 per annum. Other benefits: 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).

CENTRE REQUIREMENTS : King Cetshwayo District Office
: Matric Certificate or Grade 12 (Senior Certificate), Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. Minimum of 7 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. Current registration with SANC (2023). Valid Drivers’ License.

DUTIES : Coordinate and facilitate planning for TB programme in the district. Monitor the implementation of strategies contained in the health programme plan. Oversee the reporting of notifiable Medical Condition by all institution and TB control programme in the district. Liaison with government and NGOs on issues relating to TB control programme. Ensure good working relations with all role

players and relevant stakeholders. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialist. Participate in an Operation Sukuma Sakhe Programmes. Provide support and mentoring to facilities within the district.

**ENQUIRIES
APPLICATIONS**

: Mr MN Mbatha Tel No: (035) 787 6203
: Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department.
: "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 KingcetshwayoDistrictHealth.HRJobApplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) 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 (DOACS) at www.kznonline.gov.za/kznjobs."

**FOR ATTENTION
NOTE**

: Mr MTR Nzuza
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 7Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

CLOSING DATE

: 05 April 2024

POST 10/218

: **CLINICAL NURSE PRACTITIONER GRADE 1&2 DRIEFONTAIN CLINIC REF NO: LRH 18/2024 (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.

**CENTRE
REQUIREMENTS**

: Ladysmith Regional Hospital (Primary Health Care)
: Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery PLUS. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. 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. Certificate of service endorsed by Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal 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

: Mrs. N Nkehli (Assistant Manager Nursing PHC) Tel No: (036) 637 2111

<u>APPLICATIONS</u>	:	All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za / Nkosinathi.siyaya@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.
<u>FOR ATTENTION NOTE</u>	:	Mr S.L.Dlozi
<u>FOR ATTENTION NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	05 April 2024
<u>POST 10/219</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1&2 ACCACIAVILLE CLINIC REF NO: LRH 19/2024 (X1 POST)</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Ladysmith Regional Hospital (Primary Health Care)
	:	Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery PLUS. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. 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. Certificate of service endorsed by Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. N Nkehli (Assistant Manager Nursing PHC) Tel No: (036) 637 2111
<u>ENQUIRIES APPLICATIONS</u>	:	All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za / Nkosinathi.siyaya@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.
<u>FOR ATTENTION NOTE</u>	:	Mr S.L.Dlozi
<u>FOR ATTENTION NOTE</u>	:	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

: 05 April 2024

POST 10/220

: **CLINICAL NURSE PRACTITIONER GRADE 1&2 GATEWAY CLINIC REF NO: LRH 20/2024 (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% Inhospital rural allowance.

CENTRE REQUIREMENTS

: Ladysmith Regional Hospital (Primary Health Care)
: Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery Plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. 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. Certificate of service endorsed by Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal 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 PHC) Tel No: (036) 637 2111
: All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za /Nkosinathi.siyaya@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION NOTE

: Mr S.L.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

: 05 April 2024

POST 10/221 : **CLINICAL NURSE PRACTITIONER GRADE 1&2 STEADVILLE CLINIC REF NO: LRH 21/2024 (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.

CENTRE REQUIREMENTS : Ladysmith Regional Hospital (Primary Health Care)
: Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery Plus. One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. 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. Certificate of service endorsed by Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR. Recommendation: Valid Driver's License. Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal 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 PHC) Tel No: (036) 637 2111
: All applications should be emailed to LadysmithHospital.JobApp@kznhealth.gov.za /Nkosinathi.siyaya@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION NOTE : Mr S.L.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 : 05 April 2024

POST 10/222 : **PROFESSIONAL NURSE SPECIALTY (ORTHOPAEDICS) REF NO: CJMH 04/2024**

SALARY : R431 265 per annum. Other Benefits: 13th Cheque, medical aid (optional) housing allowance (employees must meet prescribed requirement). Medical Aid (Optional) 12% Rural Allowance

CENTRE REQUIREMENTS : Charles Johnson Memorial Hospital
: Senior Certificate / Grade 12. Diploma / Degree in General Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS a post Basic qualification in Orthopedics Nursing with a duration of at least one year accredited with SANC. A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a professional nurse with the SANC in General nursing. Current registration with the SANC as General Nurse and relevant Specialty (2024 receipt). Only Z83 and Curriculum Vitae must be submitted. Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedures.

Sound knowledge of scope of practice. Problem solving skills. Knowledge of Batho Pele and Patients charter principles. Good communication skills- verbal written. Knowledge of SANC rules and regulation and other relevant public service legislations, prescripts and policies.

DUTIES : Execute duties and function with proficiency and within prescripts of applicable legislations. Render quality nursing care in Orthopedics clinics. To develop and ensure implementation of Nursing Care Plans. To participate in clinical audits. Ensure proper utilization of human, material and financial resources and updated records thereof. Supervision of patients records to ensure accurate and complete patient records. Support the Operational Manager in ensuring the implementation of infection control and presentation policies in the unit. Assist with performance reviews (EPMDS). Supervision the performance of junior staff so as to enhance/promote quality patient care. Teach and supervise student nurses allocated in an Orthopedics ward. To coordinate orthopedic patients care activities, assess needs and prevent orthopedics complications.

ENQUIRES APPLICATIONS : Deputy Manager Nursing: Mrs TP Ndlovu Tel No: (034) 271 6405

NOTE : Applications should be e-mailed to: zanele.zwane@kznhealth.gov.za Charles Johnson Hospital, Lot 92 Hlubi Street, Nqutu, 3135.

CLOSING DATE : Due to financial constraints S&T and resettlement will not be paid.
05 April 2024

POST 10/223 : **PROFESSIONAL NURSE SPECIALTY (EMERGENCY & TRAUMA) REF NO: CJMH 05/2024 (X1 POST)**

SALARY : R431 265 – R497 193 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. Post basic diploma in Trauma & Emergency Nursing Science or Orthopedic Nursing science. Minimum of 4 years appropriate/recognizable nursing experience after registration as Professional nurse with SANC in General nursing with 1 year post basic qualification in Trauma & Emergency Nursing Science. Current registration with SANC – 2024. Only Z83 and Curriculum Vitae must be submitted. Knowledge, Skills Training and Competencies Required: Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public sector and institutional policy framework. Knowledge of nursing care process and procedures, Nursing statutes and other relevant legal framework. Ability to formulation patient’s care related policies, vision, mission and objectives 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 relevant resources under programmes. Willingness to work shift, day and night duty, weekends and Public holidays. Competencies (knowledge/ skills). Good communications and interpersonal skills. Planning and organizational skills.

DUTIES : Provide optimal, holistic specialized nursing care with set standards and a professional/legal growth. Provide comprehensive, quality nursing care to patient/clients in a specialty unit in a cost effective, efficient manner. Assist in planning, organizing and monitoring of objective of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that support personnel to ensure proper nursing care. Display concern for patient, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirement and expectation (Batho Pele). Able to manager clients during disaster and implement disaster plans. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patient, 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’s satisfaction. Participate in the analysis and formulation of nursing policies and procedure. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe therapeutic and hygiene environment. Work effectively and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and Financial management policies and procedures. Monitor and evaluate the care management of all patients and ensure the maintenance of accurate and complete patient records.

ENQUIRIES APPLICATIONS : Deputy Manager Nursing: Mrs TP Ndlovu Tel No: (034) 271 6405

Applications should be e-mailed to: zanele.zwane@kznhealth.gov.za Charles Johnson Hospital, Lot 92 Hlubi Street, Nqutu, 3135.

NOTE : Due to financial constraints no S &T and resettlement will not be paid.

CLOSING DATE : 05 April 2024

POST 10/224 : **PROFESSIONAL NURSE SPECIALTY OPERATING THEATRE REF NO: MOSV 05/2024 (X1 POST)**

SALARY : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum

		Other Benefits: 12% Rural Allowance,13cheque, Housing allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Mosvold District Hospital
	:	Matric Senior Certificate (Grade 12). Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in specialty (Diploma in Operating Theatre Technique). A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Current registration with SANC (2024) as General Nurse, midwife and operating theatre. Grade 1: Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in specialty (Diploma in Operating Theatre Technique). A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/ recognizable experience in nursing after registration with SANC in General Nursing and Midwife. At least ten years of the period referred to above must be recognizable experience in the specific Specialty after obtaining the relevant one (1) year Post Basic qualification required for the relevant Specialty. Current registration with SANC as General Nurse, midwife and operating theatre. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process procedures, nursing statuses and other relevant legal framework. Knowledge of public services regulation, Disciplinary Code, Human Resources policies. Hospital Generic and specific policies, financial and budgetary knowledge pertaining to the relevant resources under management. Knowledge and experience in implementation of Batho Pele Principles and Patients, Rights Charter, Code of Conduct. Ability to function well within a team, Good communication skills (verbal, written). Knowledge of national Core standards.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care provided within the set standards i.e. Professional/legal. Maintain accurate and complete patient's records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and develop QIPS. Participate in the implementation of National Core Standards, guidelines, protocols. Effective, Efficient and economical use of allocated Resources. Provision of effective support to Nursing Services. Assist in supervision and Development of staff. Participate in training and research and programmes EG. IPC, Quality assurance. Scrubbing for minor and major operations. Provide safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swabs and instruments in theatre. To provide immediate care to all patients who have been operated. To prepare for the operations ensuring smooth running of the theatre. Maintain professional Growth/ ethical Standards and self-Development. To take charge of the unit during the absence of Operational Manager and to manage the unit accordingly. Promote good working relationships with multidisciplinary team. Ensuring the availability of necessary basic equipment and stock. Manage Resources.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Mr. MK Khanyile Tel No: (035) 591 0122
<u>APPLICATIONS</u>	:	All applications must be addressed to Mosvold Hospital, Private Bag X02211 Ingwavuma 3968 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za
<u>NOTE</u>	:	Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately and fully completed, dated and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on Z83. E.g. Reference number (MOSV/01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	05 April 2024
<u>POST 10/225</u>	:	<u>PROFESSIONAL NURSE SPECIALTY STREAM (ADVANCED MIDWIFERY) REF NO: MOSV 06/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other benefits: 12 % Rural Allowance.13th Cheque. Housing Allowance (employee must meet prescribed requirements), Medical Aid (Optional).
<u>CENTRE</u>	:	Mosvold District Hospital

<u>REQUIREMENTS</u>	: Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in General Nursing and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current Registration with SANC (2024) as a General Nurse and advance Midwifery. Required Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Maternity after obtaining the 1-year Post Basic qualification in Midwifery and Neonatal Nursing Science. Knowledge, Skills and Competences Required: Knowledge of nursing care process and procedures, nursing statuses and other relevant legal framework. Good communication skills, verbal, written leadership, interpersonal problem solving, conflict management and decision making skills. Co- ordination and liaison skills. Knowledge of public services policies Act, and Regulations. Knowledge of Labour Relations Act, disciplinary and grievances procedures. Knowledge of Nursing Act, Occupational Health and Safety Act off 1995.Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct, Ability to work independently in all sections of the unit.
<u>DUTIES</u>	: Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/ functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by uploading the principles of Batho Pele and the standards sets by the accreditation process. Ensure proper utilization of the resources and exercise care of the Government Property including Human Resources. Compile and analyse monthly statistics and use the information for the future planning. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirement. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Ensure ongoing education and staff training in ESMOE, CARMA, PMTCT, MBFHI, etc. Provision of quality maternal and neonatal care through setting of standards. Participate in the implementation of National Priorities clinical guidelines and protocol e.g. IPC, Quality Assurance etc. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of standard operating procedures and ensure that these are in accordance with the current statutory regulations and guidelines. Assist unit manager with overall management and support for the effective functioning of the unit. Attend sub district and district perinatal meetings. Conduct clinical audit and compile summary report in order to monitor implementation of guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality. To take charge of the unit during the absence of Operational Manager and to manage the unit accordingly.
<u>ENQUIRIES</u>	: All enquiries should be directed to Mr. MK Khanyile Tel No: (035) 591 0122
<u>APPLICATIONS</u>	: All applications must be addressed to Mosvold Hospital, Private Bag X02211, Ingwavuma, 3968 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za
<u>NOTE</u>	: Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately and fully completed, dated and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (MOSV/01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	: 05 April 2024
<u>POST 10/226</u>	: <u>CLINICAL NURSE PRACTITIONER REF NO: MOSV 07/2024 (X3 POSTS)</u>
<u>SALARY</u>	: Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits:12% Rural Allowance13th Cheque, Housing Allowance (employee must be prescribed requirements), Medical Aid (Optional)
<u>CENTRE</u>	: Mosvold District Hospital: (Ndumo Clinic, Mobile 3 Clinic & Kwambuzi Clinic)
<u>REQUIREMENTS</u>	: Senior Certificate/ Grade 12 or Equivalent qualification. Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health

Assessment, Treatment and Care (PHC). Current registration (2024) with SANC as a Professional Nurse General and Primary Health care plus, A minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience as General Nurse. **Grade 2:** A minimum of fourteen (14) appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic qualification for the relevant specialty (PHC). Knowledge, Skills and Competencies Required: Knowledge and experience of Public Service Policies and Regulations. Sound Management and negotiation skills. Knowledge of Labour Relations. Clinical Competences. Knowledge of nursing care delivery approaches.

DUTIES

: Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community in line with PHC re-engineering. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Provide 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. Provide safe and therapeutic environment as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts. Plan and organise own work and that of support personnel to ensure proper nursing care. Be able to implement the institutional major incident (disaster) plan as required. 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. Participate in the analysis and formulation of nursing SOP's and procedures. Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager. Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identity. Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's need and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Manage all resources within the facility effectively and efficiently to ensure optimum service delivery. Prevent and participate in management of complains and patient safety incidents.

ENQUIRIES

: All enquiries should be directed to Ms. BNN Nyasengo Tel No: (035) 591 0122

APPLICATIONS

: All applications must be addressed to Mosvold Hospital Private Bag X02211, Ingwavuma, 3968 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to Slindokuhle.sithole@kznhealth.gov.za

NOTE

: Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za must be accurately and fully completed, dated and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on z83. E.g. Reference number (MOSV/01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

CLOSING DATE

: 05 April 2024

POST 10/227

: **CLINICAL NURSE PRACTITIONER GRADE 1 (PHC): KWADABEKA COMMUNITY HEALTH CENTRE (ZWELIBOMVU CLINIC) REF NO: KDC 28/2023**
Cluster: Primary Health Care

SALARY

: R431 265 per annum, (all inclusive). Plus 13th Cheque, Medical Aid (optional), Homeowners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary.

CENTRE REQUIREMENTS

: Kwadabeka Community Health Centre
: Standard 10/Grade 12 Certificate or equivalent qualifications. Diploma/Degree in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post-basic qualification with a duration of one (1) year in Clinical Nursing Science, Health

assessment, Treatment and Care) accredited with the SANC. Registration with SANC as Professional Nurse in General and Midwifery. A minimum of 4 years appropriate/recognizable experience after registration as a General Nurse and Midwife. Applicants are submitting Z83 and CV only (All other documents will be submitted by shortlisted candidates only) Competencies: Knowledge of nursing care processes and procedures, policies, relevant government prescripts and Nursing Act 50 of 1978 as amended. Planning, leadership, organizational, decision making and problem solving skills. Good interpersonal relationship skills and listening skills. Conflict, grievance and complaints management skills. Organization, planning and co-ordination skills. Be able to function within a multidisciplinary team. Ability to understand and implement patient care related, Guidelines and Policies. Sound knowledge of the health programmes implemented at PHC level. Sound knowledge of the National core Standards and Ideal clinic realization management. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing and data management.

DUTIES

: Assist and deputize the Operational Manager with overall management of staff and patients and other administrative issues. Work as part of a multidisciplinary team to ensure quality patient care. Implement and advocate for preventive and promotive health initiatives in the facility and communities serviced by the CHC. Ensure accurate recording and maintain updated records of patients progress. Plan and organize own work and that of support personnel to ensure proper nursing care in the area of practice. Ensure prompt clinical intervention to clients using prescribed updated National Guidelines and Protocols. Ensure programme specific data collected, accurate and submitted timeously to the next level. Ensuring 90/90/90 strategy is implemented and set targets are achieved. Participate in all PHC activities aiming towards improvement of service delivery. Participate in multi-disciplinary team and quality assurance activities. Participate in the development and implementation of quality improvement plans in the unit. Maintain client satisfaction, through provision of innovative nursing care. Be prepared to be allocated on a rotational basis the CHC including weekends, Public holidays and night duty.

ENQUIRIES APPLICATIONS

: Mrs ZT Mazeka Tel No: (031) 201 2464
 : All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, P O Box 371, Clernaville, 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College). Alternatively can be email to: KwadabekaCHC.HRJobApplication@kznhealth.gov.za

FOR ATTENTION NOTE

: Human Resource Manager
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. Applicants are submitting Z83 and CV only (All other documents will be submitted by shortlisted candidates only). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are 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). Applicants are submitting Z83 and CV only (All other documents will be submitted by shortlisted candidates only). 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

: 03 April 2024

POST 10/228

CLINICAL NURSE PRACTITIONER REF NO: NMH/CNP02/2024 (X2 POSTS)

SALARY

: Grade 1: R431 265 – R497 193 per annum, rural allowance 8%
 Grade 2: R528 696 – 645 720 per annum, rural allowance 8%
 Other benefits: 13th Cheque/ Service Bonus Medical Aid: Optional Homeowners Allowance: Employee must meet prescribed requirements.

CENTRE REQUIREMENTS

: Niemyer Memorial Hospital (Mobile Clinic)
 : Standard 10 or Grade 12. Degree/Diploma in General Nursing, midwifery Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment Plus 4years appropriate recognizable as general nurse. Registration with SANC as General Nurse and Primary Health Care Nurse. Current SANC receipt (2023). Previous and current work experience /certificate of Service endorsed by your Human resource department. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing. Plus 01 year post basic certificate. Experience: **Grade 2:** minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 10 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care. Knowledge, Skills, Training and Competencies Require: 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. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in

basic programme nursing care processes and procedures nursing statutes and other related legal framework Knowledge and understanding of human right charter, Batho Pele principle and labour relations act. Knowledge Nursing act, health act occupational health and safety act, mental health act. Communication skills.

DUTIES

: Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease Prevention curative and rehabilitation services. Provision of administration services. PHC Ward Base Outreach Team Leader supervising Enrolled nurses and CHW under span of control. Conduct supportive Work Integrated Learning with CHW's Conduct household profiling within the allocated catchment area. Develop household individual client records and monitoring. Conduct Health promotion and disease prevention at facility and community level. Conduct health screening for early identification on Non communicable and communicable diseases. Provide Maternal Child and Women's Health preventative services at household and outreach services. Provide disease prevention campaigns include Vaccine preventable diseases. Support the Early Child development centres by provision of prevention and early interventions to improve child health outcomes. Participate in the Youth Friendly activities as part of AYFS package. Support with the identification and development of Philamntwana centres per wards and monitor functionality. Participate in the HAST programmes through the implementation preventive strategies to achieve 95-95-95 targets (MMC, Condom distribution, HTS, ART, Prep, TPT and TB treatment and others). Safeguard medical equipment allocated to your team. Ensure functionality of medical equipment of all teams. Ensure the use of vehicles allocated as per fleet management policy. Participate in quality, monitoring and evaluation of PHC programmes. Support operation Siyabalanda (Welcome Back Campaign) for Loss to follow up clients on chronic medication and child health include EPI. Participate in the outreach activities and campaigns with other stakeholders as part Operation Sukuma Sakhe. Participate in weekly nerve centre meetings. Consolidate monthly data and submit to Operational manager. Participate facility monthly information meetings with input of outreach team's indicators. Support Facility manager with other activities as per operational plan activities.

ENQUIRIES APPLICATIONS

: Mrs. GN Nkosi Tel No: (034) 331 3011
: Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.

NOTE

: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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 Please note that no resettlement /S&T payments will be considered for payment. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity target 1st male African.

CLOSING DATE

: 05 April 2024

POST 10/229

: **CLINICAL NURSE PRACTITIONER REF NO: NMH/CNP01/2024 (X2 POSTS)**

SALARY

: Grade 1: R431 265 – R497 193 per annum rural allowance 8%
Grade 2: R528 696 – R645 720 per annum Rural allowance 8%
Other benefits: 13th Cheque/ Service Bonus Medical Aid: Optional, Homeowners Allowance (employee must meet prescribed requirements).

CENTRE REQUIREMENTS

: Niemeyer Memorial Hospital (Gateway Outreach)
: Standard 10 or Grade 12. Degree/Diploma in General Nursing, midwifery Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment Plus 4years appropriate recognizable as general nurse. Registration with SANC as General Nurse and Primary Health Care Nurse. Current SANC receipt (2023). Previous and current work experience /certificate of Service endorsed by your Human resource department. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing. Plus 01 year post basic certificate. Experience: **Grade 2:** minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 10 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care. Knowledge, Skills, Training and Competencies Require: 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. Financial and budgetary knowledge pertaining to the relevant resources under

management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programme nursing care processes and procedures nursing statutes and other related legal framework Knowledge and understanding of human right charter, batho Pele principle and labour relations act. Knowledge Nursing act, health act occupational health and safety act, mental health act. Communication skills.

DUTIES

: Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease Prevention curative and rehabilitation services. Provision of administration services. PHC Ward Base Outreach Team Leader supervising Enrolled nurses and CHW under span of control. Conduct supportive Work Integrated Learning with CHW's Conduct household profiling within the allocated catchment area. Develop household individual client records and monitoring. Conduct Health promotion and disease prevention at facility and community level. Conduct health screening for early identification on Non communicable and communicable diseases. Provide Maternal Child and Women's Health preventative services at household and outreach services. Provide disease prevention campaigns include Vaccine preventable diseases. Support the Early Child development centres by provision of prevention and early interventions to improve child health outcomes. Participate in the Youth Friendly activities as part of AYFS package. Support with the identification and development of Philamntwana centres per wards and monitor functionality. Participate in the HAST programmes through the implementation preventive strategies to achieve 95-95-95 targets (MMC, Condom distribution, HTS, ART, Prep, TPT and TB treatment and others). Safeguard medical equipment allocated to your team. Ensure functionality of medical equipment of all teams. Ensure the use of vehicles allocated as per fleet management policy. Participate in quality, monitoring and evaluation of PHC programmes. Support operation Siyabalanda (Welcome Back Campaign) for Loss to follow up clients on chronic medication and child health include EPI. Participate in the outreach activities and campaigns with other stakeholders as part Operation Sukuma Sakhe. Participate in weekly nerve centre meetings. Consolidate monthly data and submit to Operational manager. Participate facility monthly information meetings with input of outreach team's indicators. Support Facility manager with other activities as per operational plan activities.

ENQUIRIES

: Mrs. GN Nkosi Tel No: (034) 331 3011

APPLICATIONS

: Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980

NOTE

: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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 Please note that no resettlement /S&T payments will be considered for payment. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity target 1st male African.

CLOSING DATE

: 05 April 2024

POST 10/230

: **PROFESSIONAL NURSE SPECIALTY (OPERATING THEATRE) REF NO: MAD 06/2024 (X4 POSTS)**

SALARY

: Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and Housing allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS

: Madadeni Provincial Hospital
: Diploma / Degree in General Nursing. A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES

: Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives,

policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Maintain a constructive working relationship with nursing and other stakeholders. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Attend to meetings, workshops and training programs as assigned by the supervisor.

- ENQUIRIES** : Ms. R.M Sithole Tel No: (034) 328 8137
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
- FOR ATTENTION** : The Recruitment Officer
- 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. Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. 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). 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. EE Target (African Male)
- CLOSING DATE** : 05 April 2024
- POST 10/231** : **PROFESSIONAL NURSE SPECIALTY (ICU) REF NO: MAD 07/2024 (X3 POSTS)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. One (1) year post basic qualification in Critical Care Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- DUTIES** : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Core Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Participate in staff development using EPMDS System and other work related programmes and training.
- ENQUIRIES** : Ms. R.M Sithole Tel No: (034) 328 8137
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940.
- FOR ATTENTION** : The Recruitment Officer
- 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, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. 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). 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. EE Target (African Male)

- CLOSING DATE** : 05 April 2024
- POST 10/232** : **CLINICAL NURSE PRACTITIONER (HIGH TRANSMISSION AREA (HTA) REF NO: KCD 03/2024**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R695 720 per annum
13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
- CENTRE** : Umlalazi Sub-district 1 CNP (Eshowe hospital)
Umhlatuze Sub-district 3 CNP (Ngwelezana Hospital)
Mthonjaneni Sub-district 2 CNP.
- REQUIREMENTS** : **Grade 1:** Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 4 years appropriate/ recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. Current registration with SANC (2024). **Grade 2:** Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 14 years appropriate/ recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current registration with SANC (2024).
- DUTIES** : Provision of quality nursing care through implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. Participate in quality improvement programmed and clinical audits. Identify risks and develop risk management systems for patient care. Provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and safety act and all other applicable prescripts. Maintain accurate and complete patient records according to the legal requirement Exercise control over discipline, grievance and labour relations related issues in line with laid down policies and procedures of managing workplace discipline. Manage and supervise effective utilization of all allocated resources. Implement and monitor infection prevention and control protocols. Provision of effective and efficient information management systems. Maintain constructive working relations with nursing and other members of the multidisciplinary team.
- ENQUIRIES** : Mr MN Mbatha Tel No: 035 787 6203
- APPLICATIONS** : Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department. 7. "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 KingcetshwayoDistrictHealth.HRJobApplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) 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 (DOACS) at www.kznonline.gov.za/kznjobs."
- FOR ATTENTION** : Mr MTR Nzuza
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.
- CLOSING DATE** : 05 April 2024

<u>POST 10/233</u>	: <u>PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO: PMMH 03/2024 (X8 POSTS)</u> Component: Theatre
<u>SALARY</u>	: Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other benefits: Homeowner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) In- hospital Area Allowance (8% of basic salary)
<u>CENTRE REQUIREMENTS</u>	: Prince Mshiyeni Memorial Hospital : Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse” with Midwifery. A post basic qualification in ‘Operating Theatre Nursing Science’, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and Midwifery). Current registration with the SANC (2024). Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience: Grade 2: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Operating Theatre Nursing Science) after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: Computer literacy. 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 care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.
<u>DUTIES</u>	: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. 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 needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
<u>ENQUIRIES APPLICATIONS</u>	: Mrs RM Abboo Tel No: (031) 907 8518 : Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060 or Hand deliver to A-Block 1st Floor white applications box.
<u>FOR ATTENTION NOTE</u>	: Mr. MF Mlambo : The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form ‘Application for employment’ (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacansies . The ‘Reference Number’ and ‘Position’ for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83 e.g. Reference number PMMH 02/2024. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e. Phone or Tablet. The system has the following functionality: - All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs . Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver’s Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high 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, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate’s responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the

post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department).

- CLOSING DATE** : 05 April 2024
- POST 10/234** : **CLINICAL NURSE PRACTITIONER (SAMUNGU CLINIC) REF NO: MBO 08/2024 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: Medical Aid (Optional) Homeowners Allowance: (employee must meet prescribed requirements), 8% Rural Allowance, 13th cheque
- CENTRE REQUIREMENTS** : Mbongolwane District Hospital
Senior certificate/Matric or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC (2024 receipt). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Only shortlisted candidates will be required to submit proof of previous and current work experience written by supervisor and certificate of service endorsed and stamped by HR Office. Experience: **Grade1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in General nursing. Experience: **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 at least 10 Years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care Knowledge, Skills and Competences Required: Knowledge of all applicable legislations such as Nursing Act, Mental Act, OH&S Act, Batho Pele principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.
- DUTIES** : Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to community. Assist in data management. Ensure pharmaceutical management. Assist in the management of mother and child programmes.
- ENQUIRIES APPLICATIONS** : Mr VH Zikhali (Assistant Manager Nursing) Tel No: (035) 476 6242, ext. 1005
All applications should be forwarded to: The Human Resources Manager, Mbongolwane District Hospital, Private Bag X126, Kwa-Pett, 3820 or Hand Delivered to Mbongolwane District Hospital, Mbongolwane Reserve, Umlalazi
or E-mail to MbongolwaneHospital.HRJobApplication@kznhealth.gov.za NB: Kindly indicate reference number of the post in subject line of an email.
- NOTE** : 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, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. 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). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
- CLOSING DATE** : 03 April 2024
- POST 10/235** : **CLINICAL NURSE PRACTITIONER (OSUNGULWENI CLINIC) REF NO: MBO 09/2024 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R 528 696 – R645 720 per annum
Other benefits: Medical Aid (Optional), Homeowners Allowance: employee must meet prescribed requirements, 8% Rural Allowance, 13th cheque
- CENTRE** : Mbongolwane District Hospital

<u>REQUIREMENTS</u>	: Senior certificate/Matric or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC (2024 receipt). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Only shortlisted candidates will be required to submit proof of previous and current work experience written by supervisor and certificate of service endorsed and stamped by HR Office. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in General nursing. Experience: 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 at least 10 Years must be appropriate / recognizable experience after Obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competences Required: Knowledge of all applicable legislations such as Nursing Act, Mental Act, OH&S Act, Batho Pele principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.
<u>DUTIES</u>	: Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to community. Assist in data management. Ensure pharmaceutical management. Assist in the management of mother and child programmes.
<u>ENQUIRIES APPLICATIONS</u>	: Mr VH Zikhali - (Assistant Manager Nursing) Tel No: (035) 476 6242, ext. 1005 : All applications should be forwarded to: The Human Resources Manager, Mbongolwane District Hospital, Private Bag X126, Kwa-Pett, 3820 or Hand Delivered to Mbongolwane District Hospital, Mbongolwane Reserve, Umlalazi or E-mail to MbongolwaneHospital.HRJobApplication@kznhealth.gov.za NB: Kindly indicate reference number of the post in subject line of an email.
<u>NOTE</u>	: 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, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. 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). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
<u>CLOSING DATE</u>	: 03 April 2024
<u>POST 10/236</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 OR GRADE 2 REF NO: ITSH 02/2024 (X5 POSTS)</u>
<u>SALARY</u>	: Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other benefit: 13 cheque, 12% rural allowance, Homeowners allowance (employee must meet prescribed requirements), Medical Aid (optional)
<u>CENTRE REQUIREMENTS</u>	: Itshelejuba Hospital- Altona Clinic, Belgrade Clinic, Kwankundla Clinic, and Pongola Clinic (2) : Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Professional Nurse and Primary Health care plus, a minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse. Experience: 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 fourteen (14) years appropriate/recognizable experiences after registration as a Professional Nurse with the SANC in General Nursing. At least ten (10) of period must be appropriate/recognizable nursing experience in PHC after obtaining the one year post basic qualification for the relevant speciality. Knowledge, Skills and Competences: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health Safety Act. Display a concern for

- patients, promoting and advocating report treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
- DUTIES** : Quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients and community. 3 streams PHC services, MCWH/ family planning/ STI'S/Health Education, health lifestyle promotion. ART/ARV/NIMART/Integrated HAST Program/ male circumcision campaigns Tuberculosis Services. HIV Counselling and testing. Antennal care services/ PMTCT and post-natal care services. Centre for chronic medicine dispensing and distribution (CCNDD) and chronic (NCD). Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
- ENQUIRIES** : All enquiries should be directed to Mrs CN Mwelase Tel No: (034) 413 4000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital. Applicants are encouraged to use courier service since we are experiencing challenges with post office.
- NOTE** : Directions to candidates, the following documents must be submitted: applications for Employments are required to complete and submit z83 form (obtainable at any Government Department or from website- www.kzn health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in column provided on the form Z83. Applications for employment are not required to submit copies of qualification and other relevant documents on application but must submit z83 form and detailed Curriculum Vitae. The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this 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, citizenship, Verification of Educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (CIPC). The contents of this circular minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal workplace. It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
- CLOSING DATE** : 12 April 2024
- POST 10/237** : **DIAGNOSTIC RADIOGRAPHER GRADE1&2 REF NO: CJMH 02/2024**
Component: Diagnostic Section
- SALARY** : Grade 1: R359 622 - R408 201 per annum
Grade 2: R420 015 - R477 771 per annum
Other benefits: Rural Allowance 17%
- CENTRE** : Charles Johnson Memorial Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as a Radiographer. Registration certificate with HPCSA as a diagnostic radiographer. Previous and current experience endorsed and stamped by HR must be submitted on interview. Current registration as Radiographer (2024). Experience Required: **Grade 1:** Requires appropriate qualification plus registration with HPCSA as a Radiographer. **Grade 2:** Requires appropriate qualification registration certificate plus as a 10 years' experience after registration with the HPCSA as a Radiographer. Recommendation: Basic computer knowledge. Knowledge, Skills, Competencies and Training Required: Sound knowledge of diagnostic radiographic procedures and equipment. Sound knowledge of sound radiation control and safety. Good communication and interpersonal skills. Knowledge of relevant Health and Safety Acts.
- DUTIES** : Provide high quality diagnostic radiography services. Execute all clinical procedures. Completely to prevent complications. Provide a 24 hour diagnostic radiography service. Promote good health practices and ensure optimal patient care. Promote Batho Pele principle in the execution of duties for effective service delivery. Perform reception and clerical duties when necessary. Participate in Radiography quality assurance programs. Participate in monthly departmental meetings. Participate in continued skills development programs. Supervision of junior radiography staff and community service radiography. Perform Employee Performance and Development (EPMDS) of junior staff as required. Participate in monthly departmental meetings. Participate in continued skills development programs. Supervision of junior radiography community service

radiographers. Perform Employee Performance Management and Development (EPMS) of junior staff as required.

- ENQUIRIES** : Dr. TIW Khumalo Tel No: (034) 271 6404
APPLICATIONS : All application should be forwarded to: zanele.zwane@kznhealth.gov.za or Hand delivered to Registry Office: Lot 92 Hlubi Street C. J. M. Hospital Nqutu, 3135.
FOR ATTENTION NOTE : Human Resource Manager
: Application for Employment Form (Z83), which is obtainable at any Government department OR from the website- www.kznhealth.gov.za. Detailed Curriculum Vitae with full record of service. Due to cost containment no S&T or relocation expenses will be paid. those who had previously applied need to re- apply. No late applications beyond 16h00 of the closing date will be considered.
CLOSING DATE : 05 April 2024

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200.
FOR ATTENTION : Ms N Cele
CLOSING DATE : 05 April 2024
NOTE : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: Females and people with disabilities who meet the requirements.

MANAGEMENT ECHELON

- POST 10/238** : **DIRECTOR: ECONOMIC CLUSTER (SCM) REF NO: KZNPT 24/03**
SALARY : R1 162 200 per annum, (all-inclusive package), (a remuneration package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A Recognized NQF level 7 Bachelor's Degree or higher qualification in SCM, Law or Commerce. SMS Pre-Entry Certificate prior to employment - please access this website for more information <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. A minimum of 5 years' in middle management experience in a Supply Chain Management environment. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Develop and manage the implementation and maintenance of all transversal SCM policies, procedure manuals and guidelines in all Provincial Departments, Municipalities and Public Entities. Develop and oversee the monitoring, evaluation and the reporting on SCM compliance in all Provincial Departments, Municipalities and Public Entities i.t.o. legislative mandates. Manage the provisioning of SCM support to in all Provincial Departments, Municipalities and Public Entities. Oversee the consolidation and reporting on all transversal SCM matters in departments, municipalities and public entities. Manage resources of the Sub-directorate.
DUTIES : Develop and manage the implementation and maintenance of all transversal SCM policies, procedure manuals and guidelines in all Provincial Departments, Municipalities and Public Entities. Develop and oversee the monitoring, evaluation and the reporting on SCM compliance in all Provincial Departments, Municipalities and Public Entities i.t.o. legislative mandates. Manage the provisioning of SCM support to in all Provincial Departments, Municipalities and Public Entities. Oversee the consolidation and reporting on all transversal SCM matters in departments, municipalities and public entities. Manage resources of the Sub-directorate.
ENQUIRIES : Ms. T Mlawu Tel No: (033) 897 4557

- POST 10/239** : **DIRECTOR: TECHNICAL AND STRATEGIC EXECUTIVE SUPPORT SERVICES REF NO: KZNPT 24/04**
SALARY : R1 162 200 per annum, (all-inclusive package), (a remuneration package)
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A Recognized NQF Level 7 BCom. or B Compt or relevant qualification. (with Accounting and Auditing as majors). Membership of Institute of Internal Auditors South Africa (IIA SA). SMS Pre-Entry Certificate prior to employment - please access this website for more information

<https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. A minimum of 5 years' in middle management experience in an Internal Auditing/ internal auditing quality assurance reviews environment. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Deep understanding of The IIA's International Standards for the Professional Practice of Internal Auditing (Standards). Knowledge of the Risk Management Framework. Framework for Managing Programme Performance Information. Knowledge of the workings of Audit Committees. Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including: The Constitution of RSA, PFMA and Treasury Regulations, Municipal Finance Management Act (MFMA), PSRF (Public Service Regulatory Framework), General Recognised Accounting Principles, MTEF budget compilation and analysis. Problem-solving. Analytical and numeracy. Auditing and report writing. Analytical and quantitative method tools. Verbal communication and presentation. Good interpersonal relations. Research and analysis. Report writing. Project planning and management. Change management. Time management. Policy development. Financial management. People management. Strategic planning and management. Organisational development and dispute resolution. Chairing of meetings. Computer Skills (MS Office; Audit Software/Team Mate).

DUTIES : Manage the provisioning of quality assurance and technical support services in terms of legislative mandates. Ensure the provisioning of Audit Committee Secretariat Services. Oversee the provisioning of Research Support. Manage the internal audit suppliers' services. Oversee the provisioning of Internal Audit Systems Support. Manage the resources of the directorate.

ENQUIRIES : Ms. K Nkgabutle Tel No: (033) 897 4429

POST 10/240 : **DIRECTOR FINANCIAL AUDITS REF NO: KZNPT 24/13**

SALARY : R1 162 200 per annum, (all-inclusive package), (a remuneration package)

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A Recognized NQF Level 7 or higher qualification in Accounting or related field. SMS Pre-Entry Certificate prior to employment - please access this website for more information <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. A minimum of 5 years' in middle management experience in an Auditing environment. Skills, Knowledge and Competencies: Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including: Constitution. PFMA and Treasury Regulations. Municipal Finance Management Act (MFMA). PSRF (Public Service Regulatory Framework). Standards for the Professional Practice of Internal Auditing. General Recognised Accounting Principles. Generally Accepted Accounting Principles. Modified Cash Standards. MTEF budget compilation and analysis. Internal Auditing techniques. Enterprise Risk Management. Problem-solving. Analytical and numeracy. Auditing and report writing. Analytical and quantitative method tools. Verbal communication and presentation. Good interpersonal relations. Research and analysis. Report writing and general writing. Project planning and management. Change management. Time management. Policy development. Statistical and quantitative analysis. Financial management. People management. Strategic planning and management. Organisational development and dispute resolution. Chairing of meetings. Excellent verbal and written communication abilities. Maintain high standard of honesty, objectivity, diligence and loyalty. due professional care. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), Power Point (MS Office), internet and intranet.

DUTIES : Ensure the development and revision of project plans, methodologies, policies and procedure manuals for financial audits for the province based on the results of the provincial risk assessments. Manage the implementation of the financial audit project plans, policies, methodologies and procedure manuals. Ensure the provision of value adding recommendations to improve the provincial institutions financial performance and monitor the implementation thereof. Ensure the facilitation of training, development and support programmes on areas of financial auditing and governance to provincial and local departments/ institutes. Manage relationships with client management and other internal and external stakeholders. Ensure the reporting of financial audit activities to the relevant stakeholders. Ensure the effective and efficient management of resources.

ENQUIRIES : Ms. K Nkgabutle Tel No: (033) 897 4429

POST 10/241 : **DIRECTOR: PROVINCIAL BUDGET REF NO: KZNPT 24/37**

SALARY : R1 162 200 per annum, (all-inclusive package), (a remuneration package)

CENTRE : KZN Provincial Treasury, Pietermaritzburg

REQUIREMENTS : A 3 year Recognized NQF level 7 Bachelor's Degree or higher qualification in Economics, Public Finance or related field. SMS Pre-Entry Certificate prior to employment please access this website for more information <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. A minimum of 5 years' middle management experience as a Budget Co-ordinator or Budget Analyst in a public finance field (e.g. financial management, revenue and expenditure management and budgeting systems). Skills, Knowledge and Competencies: Knowledge of Treasury Regulations. Division of Revenue Act. Public Service Regulatory Framework. Public Finance Management – Best practices. National Treasury Guideline documents. South Africa's fiscal and monetary policy. Provincial policy priorities. Performance budgeting – best practices

and guidelines. Vulindlela. Budget formulation. Basic Accounting System (BAS) and Standard Chart of Accounts (SCOA). In-Year Monitoring (IYM). Republic of South Africa Constitution. Public Service Act. Employee Performance and Management System. Project Management Principles.

DUTIES : Analyse expenditure trends against budget, compile and submit consolidated expenditure reports. Oversee the process to compile the Adjustments Estimate for the province, draft the Adjustments Appropriation Bill and provide input into the Adjustments Budget speech. Oversee the processes to compile the Estimates of Provincial Revenue and Expenditure for the Province, draft the main Appropriation bill and provide input into the speech. Manage, assess and control the implementation of the provincial budget – Compliance to the PFMA. Manage the development and implementation of policies. Manage the resources of the Directorate.

ENQUIRIES : Ms. T Stielau Tel No: (033) 897 4308

OTHER POST

POST 10/242 : **RISK MANAGEMENT PRACTITIONER: MUNICIPALITIES & MUNICIPAL ENTITIES RISK REF NO: KZNPT 24/44 (X7 POSTS)**

SALARY : R359 517 per annum
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A relevant NQF level 6 or higher qualification with Financial Accounting/ Auditing/ Risk Management as majors. A minimum of 1 year experience in a Risk Management/ Internal Auditing/ Internal control environment. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Working knowledge of the following Acts, prescripts, regulations, practice notes and procedures pertaining to Internal Audit: Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Municipal Finance Management Act (MFMA), PSRF (Public Service Regulatory Framework), Public Service Financial and other System's, Standards for the Professional Practices of Internal Auditing, KZN Provincial Internal Audit Unit Methodology, General Recognized Accounting Principles, Generally Accepted Accounting Principles, Risk NT/PT Risk Management Framework, Risk Management, Operating and reporting procedures and work environment in the public service, Human Resource Management Practices and service delivery (Batho Pele). Planning and organising. Problem solving. Research. Analytical and quantitative methods. Computer literacy. Time management. Minute taking. Conflict management. Decision making. Inter-personal relations. Verbal and written communication. Financial management. Project Management. Self-disciplined and able to work under pressure with minimum supervision. Policy analysis.

DUTIES : Assist with the development of norms and standards on risk management and internal audit. Assist with the monitoring, enforcement/implementation and reporting of delegated municipalities and municipal entities compliance with norms and standard. Assist with provisioning of support and capacity building. Assist with the development and maintenance of provincial risk register.

ENQUIRIES : Mr. P Moloi Tel No: (033) 8974665
APPLICATIONS : Applications, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, and Directorate: Human Resources, P.O. Box 3613 Pietermaritzburg, 3201 or hand-delivered to 145 Chief Albert Luthuli, Pietermaritzburg, 3201 Applications can also be submitted via the e-services system, please access this website on 'eservices.gov.za'.

FOR ATTENTION : Mr. M Mabaso
NOTE : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current/previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Preferences: African Males, African Females and people with disabilities who meet the requirements.

CLOSING DATE : 05 April 2024