

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DERPARTMENT OF EDUCATION**

Preference will be given to persons from designated groups including persons with disabilities. The Provincial Department Of Education: Kwazulu-Natal is an equal opportunity affirmative action employer.

OTHER POSTS

- APPLICATIONS** : For Head Office: should be sent by post, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 201A, 228 Pieter Maritz Street, Pietermaritzburg, 3200. Application can also be emailed to: Kznhrrecruitment@kzndoe.gov.za
- FOR ATTENTION** : Ms.PS Mthembu
- CLOSING DATE** : 15 November 2024
- NOTE** : Directive to Applicants: Applications must be made on the new Application Form for employment (Z83) obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge, and experience. unless otherwise stated. Please ensure that you clearly state the full post description and the relevant post reference number on your application. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post, or the list provides for the enquiries. Applications should be forwarded in time to the address provided to reach this office on or before the closing date. Applications received after the closing date will not be accepted. Shortlisted candidates will be required to identify themselves through their ID documents or Valid driver's licences (if specified as a job requirements), as well as the relevant educational qualification, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualification Authority (SAQA) when shortlisted. If applicants do not hear from this office within 3 months after the closing date of this circular, they must consider their applications as unsuccessful. Applications that do not comply with the above instructions shall be disqualified. Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favourably (e.g., Disabled, woman and youth).

OTHER POSTS

- POST 40/133** : **ASSISTANT DIRECTOR: HIV AND AIDS: SNES REF NO: DOE/14/2024**
Directorate: Special Needs Education Services (SNES)
(3 Years Contract)
- SALARY** : R552 081 per annum (Level 10)
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma with specialization in HIV and AIDS or Educational Psychology /Child and Youth Care / Life Orientation / Public Health. Coupled with a minimum of six (6) years working experience in learner and teacher support in the of HIV and AIDS / Child and Youth Care / Life Orientation / Social Support & Counselling / Community Development/ Public Health. Valid drivers' licence and be willing to travel extensively. Computer Literacy. Competencies: Proven knowledge of project management as well as knowledge regarding HIV and AIDS Life Skills Education Programme is essential. Knowledge of the following legislation and documents is vital: DBE National Policy on HIV and AIDS, STIs and TB, DBE Policy on the Prevention and Management of Learner Pregnancy in Schools, Integrated School Health Policy, Care and Support for Teaching and Learning Framework, My Life My Future Programme, Education White Paper 6, PFMA related prescripts, DORA, and key Strategic Documents of KwaZulu Natal Department. Proven ability to communicate cross culturally, as well as with a range of public and private counterparts. Strong interpersonal skills and proven ability to engage in proactive and informative discussions at all levels.
- DUTIES** : Provide strategic direction and leadership, Performance Management and Supervision of the HIV and AIDS Life skills Education Programme staff. Management and implementation of the following policies and programmes: DBE National Policy on HIV and AIDS, STIs and TB. Integrated School Health Policy. Care and Support for Teaching and Learning Framework. My Life My Future Programme. DBE Policy on the Prevention Management of Learner Pregnancy in Schools. Management and Administration of the HIV and AIDS Life skills Education Grant. Capacitate district officials and Learner Support Agents for the effective implementation of the Department's Care and Support, HIV and AIDS Life Skills and Integrated Schools Health Policies and Programmes. Monitoring, Support, Evaluation and Reporting on the implementation and the impact of the Department's Care and Support, HIV and AIDS Life Skills and Integrated School Health Policies and Programmes. Working collaboratively with Operation Sukuma Sakhe Structures: Sisters Departments; Service Providers; Office of the Premier and Civil Society Partners in the implementation of the Department's Care and Support, HIV and AIDS Life Skills and Integrated School Health Policies and Programmes.
- ENQUIRIES** : Mr. PBV Ngidi Tel No: (033) 846 5533

- POST 40/134** : **DATA CAPTURE REF NO: DOE/15/2024**
 Directorate: Special Needs Education Services (SNES)
 (3 Years Contract)
- SALARY** : R183 279 per annum (Level 04)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Senior Certificate with relevant experience in data capturing and Management. A three-year Diploma/ Degree in Information Technology, Public Management, Finance or Accounting will be an added advantage. A valid driver's license. Competencies: knowledge of a variety of MS Excel Spreadsheet functions, data input, Power Point and Outlook, excel autofill and formulas, formatting cells, number formatting, sort, and filter. Knowledge of administrative principles and procedures. Good organisational skill, Analytic and problem-solving skills. Ability to work under pressure and over time. Ability to work effectively both individually and collectively. Ability to demonstrate creativity and energy. Attention to detail. Willingness to travel extensively across all 12 districts in the province.
- DUTIES** : Create and keep commitment register as the control measure for the use of HIV and AIDS Grant Fund to avoid over/under expenditure. Provide administrative support to the provincial and districts HIV and AIDS Grant coordinators with respect to the arrangement of meetings, workshops, travel arrangements, accommodation, flights, and transport. Create and ensure existence of accurate database of all the beneficiaries of the HIV and AIDS Grant including the register of Orphans and other vulnerable children supported through the grant, officials, school management teams, school governing bodies and educators trained as well as constantly providing statistical information on these categories. Travel across all 12 districts to collect and capture data with regard to the social ills' prevention as well as care and support interventions rendered by the Learner Support Agents in schools to assist the Department to assess the impact of the Grant programme and also inform future planning. Assist the finance manager for the control of requisitions and issuing of orders for all Head Office and Districts HIV and Aids grant activities. Constantly liaise with SCM, Finance and BAS sections for keeping of accurate data in respect of goods and services procured through the HIV and AIDS grant. Filing all financial documents as documentary proof of grant expenditure. Provide photocopying and faxing services for the grant. Perform any other duty as will be allocated by the supervisor. Keep attendance registers for beneficiaries of the grant programme.
- ENQUIRIES** : Mr. PBV Ngidi Tel No: (033) 846 5533

DEPARTMENT OF HEALTH

OTHER POSTS

- POST 40/135** : **HEAD CLINICAL UNIT GRADE 1 REF NO: DPKISMH 10/2024 (X1 POST)**
 Component: ICU Adult Critical Care
 (Re-advertised, candidates who applied previously for the same post must feel free to re-apply)
- SALARY** : Grade 1: R1 976 070 - R2 097 327 per annum, (all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefits: Compulsory Commuted Overtime (Determined by service delivery demands) & Medical Aid (Optional).
- CENTRE** : Dr Pixley Ka Isaka Seme Memorial Hospital
REQUIREMENTS : Senior Certificate/Grade 12 or equivalent. Appropriate tertiary qualification in the Health Science (MBCHB), or equivalent. Registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Critical Care. Appropriate qualification PLLUS five (05) years post registration experience as a Medical Specialist in Critical Care. Current registration with Health Professions Council of South Africa (HPCSA) as a Specialist in Critical Care (2024/2025). Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates. The successful candidate will have to spend a minimum of one (01) year in the post. Recommendation: Applicant with experience as a Medical Sub- Specialist in Critical Care in at least a Regional public health hospital attached to a university. Applicant with experience in research and teaching. Applicant who can commence duty immediately. Unendorsed valid Code 8 B driver's licence (code 08) Knowledge, Skills, Training and Competencies Required: Visionary, leader and team player. Knowledge of appropriate specialist procedures and protocols within field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Integration and collaboration within a multidisciplinary team. Understanding of basic HR matters including Labour Relations. Control of budget, monitoring expenditure and project management. Equipment and consumables procurement and knowledge of supply chain processes. Managerial and financial management skills. Computer skills. Effective and appropriate communication. Problem solving and conflict management. Stress tolerance, innovation and self-drive.
- DUTIES** : Execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Co-ordinate specialist services for the discipline. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct in-patient care and provide expert opinion where required. Participate in the provision of a 24-hour service. Provide vision, strategic

direction and inspire employees to deliver excellent, quality health services. Develop and strengthen clinical governance. Provide out-reach and in-reach services as per demand. Advise and assist in the co-ordination of critical care services in the region including services at referral district facilities. Develop and manage an interlinked two-way referral pathway within the district and province. Manage the performance of allocated human resources. Develop and co-ordinate the on-going delivery of under- and post-graduate teaching and training in specialized fields. Participate in postgraduate and other relevant academic and training programmes. Ensure that the environment complies with Health and Safety Act and that staff adheres to safety precautions. Encourage and motivate staff to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff/service and ensure that staff are aware of these. Compile medium- and long-term expenditure framework to implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance and improvement. Manage a cost centre effectively and efficiently. Minimize complaints or litigation through staff and patient involvement.

ENQUIRIES : Dr HA Hlela Senior Manager Medical Services Tel No: (031) 530 1471
APPLICATIONS : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: **Pixley.recruitment@kznhealth.gov.za**

FOR ATTENTION : Deputy Director: Human Resource Manager
NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the 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, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. NB: The Employment Equity Target for these posts is an African Male.

CLOSING DATE : 22 November 2024

POST 40/136 : **OPERATIONAL MANAGER (PHC) REF NO: ROCK 1/2024 (X1 POST)**

SALARY : Grade 1: R656 964 – R748 683 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Homeowner Allowance (subject to meeting prescribed requirements) plus 8% Rural Allowance
CENTRE : Rocklif Clinic

REQUIREMENTS : Standard 10/Grade 12(Senior Certificate). Basic R425 qualification (i.e. Degree / Diploma in General nursing) or equivalent qualification that allow registration with the South Africa Nursing Council as a Professional Nurse. Only shortlisted candidates will submit proof of current registration with SANC (2024 receipt) as a professional nurse and Midwife. A minimum of 09 years of appropriate /recognizable experience after registration as a Professional Nurse in nursing after registration as Professional Nurse with SANC in General Nursing. Post basic qualification with duration of at least 1 year in curative skills in Primary Health care accredited with SANC. At least the 5 years of period referred to above must be recognizable experience after obtaining the 1 year Post Basic qualification in Primary Health Care. Applicants are NOT required to submit copies of qualifications and other relevant documents on application .Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which be submitted to HR on or before the day of the interview. Certificate of service endorsed by HR is required only by shortlisted candidates. Knowledge, Skill, Training and Competencies Required. Knowledge of nursing care process and processes and procedures, nursing Act, Nurse Pledge, Patient's Right Charter, Batho Pele Principles etc.. Nursing status and relevant legal framework. Knowledge and understanding of legislative framework government the public services. Knowledge of HR, Finance, Skills development, Labour Relations Public service. PHC Guidelines and other prescripts. Conflict change and people management. Disciplinary code and procedure, Grievance Procedure, Human Resource Policies, Hospital generic and specific policies. Leadership, organization, decision making and problem-solving abilities within the limit of the public sector and institutional skills including public relations, negotiating, conflict handling and counselling skills. Sound knowledge of health programme run at the PHC level. Insight into procedures and policies pertaining to nursing care. Financial and budget knowledge pertaining to the relevant resources under management. Computer skills in basic programs.

DUTIES : Facilitate provision of comprehensive package of service at PHC level including priority programme and quality improvement programs. Develop Clinic Operation Plan, monitor the implementation and submit progress reports. Participate in the implementation of the nursing plan (Clinical practice /quality patient care). Participate in clinical audit in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Implement standards, practices practices, criteria and indicators for quality nursing criteria and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with laws and regulation relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Provide direct and indirect supervision of all nursing staff/housing keeping staff and give guidance. Ensure effective utilization of human resource, material and physical resources efficiently and effectively .Render health service in the community by implementing Community Oriented Primary Care. Supervise and ensure the provision of an efficient patient care through adequate nursing care at the clinic. Ensure Batho Pele principles, National core standards and ideal Clinic priorities are implanted. Compile monthly ,quarterly statistics and other reports.

ENQUIRIES : Ms LS Phungula Tel No: (036) 637 9600

APPLICATIONS : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370 or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni, 3381. E-mail address:nosimilo.nala@kznhealth.gov.za

FOR ATTENTION : Mr LS Zulu

NOTE : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The reference number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. It is the applicant's responsibility who have the foreign qualification, which is the requirement of the post evaluated by the South Africa Qualifications Authority (SAQA) (Only Z83 and CV on application all other documents are submitted by shortlisted candidates). Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

CLOSING DATE : 15 November 2024

POST 40/137 : **OPERATIONAL MANAGER (PHC) REF NO: ISIGWE 1/2024 (X1 POST)**

SALARY : Grade 1: R656 964 – R748 683 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Homeowner Allowance (subject to meeting prescribed requirements), plus 8% Rural Allowance

CENTRE : Isigweje Clinic

REQUIREMENTS : Standard 10/Grade 12(Senior Certificate). Basic R425 qualification (i.e. Degree / Diploma in General nursing) or equivalent qualification that allow registration with the South Africa Nursing Council as a Professional Nurse. Only shortlisted candidates will submit proof of current registration with SANC (2024 receipt) as a professional nurse and Midwife. A minimum of 09 years appropriate /recognizable experience after registration as a Professional Nurse in nursing after registration as Professional Nurse with SANC in General Nursing. Post basic qualification with duration of at least 1 year in curative skills in Primary Health care accredited with SANC. At least 5 years of period referred to above must be recognizable experience after obtaining the 1 year Post Basic qualification in Primary Health Care. Applicants are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which be submitted to HR on or before the day of the interview. Certificate of service endorsed by HR is required only by shortlisted candidates. Knowledge, Skill, Training and Competencies Required. Knowledge of nursing care process and processes and procedures, nursing Act, Nurse Pledge, Patient's Right Charter, Batho Pele Principles etc.. Nursing status and relevant legal framework. Knowledge and understanding of legislative framework government the public services. Knowledge of HR, Finance, Skills development, Labour Relations Public service. PHC Guidelines and other prescripts. Conflict changes and people management. Disciplinary code and procedure, Grievance Procedure, Human Resource Policies, Hospital generic and specific policies. Leadership, organization, decision making and problem-solving abilities within the limit of the public sector and institutional skills including public relations, negotiating, conflict handling and counselling skills. Sound knowledge of health programme run at the PHC level. Insight into procedures and policies pertaining to nursing care.

		Financial and budget knowledge pertaining to the relevant resources under management. Computer skills in basic programs.
<u>DUTIES</u>	:	Facilitate provision of comprehensive package of service at PHC level including priority programme and quality improvement programs. Develop Clinic Operation Plan, monitor the implementation and submit progress reports. Participate in the implementation of the nursing plan (Clinical practice /quality patient care). Participate in clinical audit in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Implement standards, practices, criteria and indicators for quality nursing criteria and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with laws and regulation relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Provide direct and indirect supervision of all nursing staff/housing keeping staff and give guidance. Ensure effective utilization of human resource, material and physical resources efficiently and effectively. Render health service in the community by implementing Community Oriented Primary Care. Supervise and ensure the provision of an efficient patient care through adequate nursing care at the clinic. Ensure Batho Pele principles, National core standards and ideal Clinic priorities are implanted. Compile monthly ,quarterly statistics and other reports.
<u>ENQUIRIES</u>	:	Ms LS Phungula Tel No: (036) 637 9600
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X9950, Ladysmith, 3370 or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381. E-mail address:nosimilo.nala@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Mr LS Zulu
<u>NOTE</u>	:	The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. It is the applicant's responsibility who have the foreign qualification, which is the requirement of the post evaluated by the South Africa Qualifications Authority (SAQA) (Only Z83 and CV on application all other documents are submitted by shortlisted candidates). Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/138</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (TRAINING & DEVELOPMENT) REF NO: UTHUK 12/2024</u>
<u>SALARY</u>	:	R520 560 per annum. Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>	:	Uthukela District Office
<u>REQUIREMENTS</u>	:	Grade 12/ Matric Certificate. An appropriate B Degree / National Diploma or equivalent qualification in Nursing PLUS. Minimum of 7 year appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Registration as a Midwife /Accoucheur with SANC Current Registration with SANC. Valid Driver's License – Code 8 plus. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. Recommendations: Computer Certificate- Ms Office (Word, Excel, Outlook & PowerPoint) Knowledge, Skills, Training and Competencies Required: Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem-solving abilities within the DHS framework
<u>DUTIES</u>	:	Monitor strengthening of health system effectiveness. Conduct all Mental Health and Non-Communicable Diseases training. Contribute to the reduction of Mental Health complications. Ensure that proper screening of Mental Health IS Conducted. Ensure that proper screening of non-communicable diseases is conducted. Ensure integration with the TB, HIV, MCWH programmes. Ensure compliance of Mental Health and Non-Communicable diseases treatment. Support in the formulation and sustainability of support and adherence clubs. Monitor improvement quality of care by ensuring that all PHC facilities and the CHC are providing the full package of care to Mental Health Care Users. Ensuring Mental Health and Non-Communicable Diseases capacity building and sustainability of the functioning of Clinic

Committees. Orientation and Induction of all new PHC Supervisor, OM's and PHC Trainers on the Mental Health and Non-Communicable Diseases. Ensure timeous compilation and submission of Mental Health and Non-Communicable reports to the next level of Management, HRD and the RT. Ensure capacity building of Outreach Team Leaders, CHW's and other PHC Outreach teams on Mental Health and Non-Communicable Diseases. Ensure mentoring and coaching of the District Programme Managers on Mental Health issues. Ensure the Mental wellbeing of the personnel within the district and offer the necessary care, treatment, support and referral.

- ENQUIRIES APPLICATIONS** : Ms T.J. Mpebe Tel No: (036) 631 2202, ext. 102
- FOR ATTENTION NOTE** : All Applications Should Be Forwarded To: The Human Resource Manager: UThukela Health District Office, Private Bag X9958, Ladysmith, 3370 or Hand Deliver to: 32 Lyell Street, Ladysmith, 3370 or email your application: Uthukela.HRJobapplication@kznhealth.gov.za
- Deputy Director: HRM
- 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 completed in full and 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. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions. 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. 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.
- CLOSING DATE** : 15 November 2024
- POST 40/139** : **CLINICAL NURSE PRACTITIONER REF NO: RVHSI CNP 27/2024 (X1 POST)**
- SALARY** : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum
Other Benefits: 13th cheque, 12% rural allowance, Homeowners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Rietvlei Hospital: Sihleza clinic
- Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 2:** Experience: 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. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.
- DUTIES** : To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date.
- ENQUIRIES** : Ms N Ntuzela at (064) 754 9310

<u>APPLICATIONS</u>	:	Should be forwarded to: Assistant Director: HRM, Rietvlei Regional Hospital, Private Bag X501, Staffords Post, 4686 or Hand Delivery: R56 Road, Rietvlei Location, 4686 or email to: lubanziberry23@gmail.com
<u>FOR ATTENTION NOTE</u>	:	Assistant Director: HRM
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Such copies need not be certified (certified documents will be limited to shortlisted candidates). 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 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 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. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews
<u>CLOSING DATE</u>	:	15 November 2024
<u>POST 40/140</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 OR 2: REF NO: DPKISMH 11/2024 (X1 POST)</u> Component: Theatre & CSSD
<u>SALARY</u>	:	Grade 1: R451 533 – R530 376 per annum Grade 2: R553 545 – R630 510 per annum Benefits: 13th Cheque Plus Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Dr Pixley Ka Isaka Seme Memorial Hospital
<u>REQUIREMENTS</u>	:	Grade 1: A minimum of four (04) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of fourteen (14) years appropriate /recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable experience after obtaining the One year Post Basic qualification in the relevant speciality. Matric/Grade 12 Certificate or Equivalent. Degree /Diploma in General Nursing or equivalent qualification that allows for registration with SANC as a professional nurse. One year Post Basic Qualification in Operating Theatre Nursing Science. Current Registration with SANC as a Professional Nurse (2024 receipt). A minimum of four (04) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Certificate of Service endorsed by Human Resource Department will be required from shortlisted candidates. Successful candidate will have to spend minimum of one year in service. Recommendation: Midwifery will be an added advantage 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. Financial and Budgetary knowledge pertaining to relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, liaisons and Interpersonal Skills within the limits of the Public Sector and Institutional policy framework. Interpersonal skills including Public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.
<u>DUTIES</u>	:	Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital. Ensure that high quality of nursing care is rendered to all clients accessing Operating Theatre unit at Dr Pixley Ka Isaka Seme Memorial Hospital. Manage utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement Operating Theatre nursing. Instil discipline, professionalism and work ethics amongst employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal Hospital realization and maintenance (IHRM) Norms and Standards (N&S). Maintain a constructive working with multi-disciplinary team members. Provide effective support to nursing services e.g. assist with relief duties to nursing management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs YYN Ngema (Assistant Nursing Manager – Theatre) Tel No: (031) 530 1419
<u>FOR ATTENTION NOTE</u>	:	To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: Pixley.recruitment@kznhealth.gov.za
<u>NOTE</u>	:	Deputy Director: Human Resource Manager
<u>NOTE</u>	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za . No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83

e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the 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, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. NB). The Employment Equity target for these posts is an African Male.

- CLOSING DATE** : 22 November 2024
- POST 40/141** : **PROFESSIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY REF NO: RVHPN 26/2024 (X1 POST)**
- SALARY** :
 Grade 1: R307 4473 – R356 832 per annum
 Grade 2: R375 480 – R435 759 per annum
 Grade 3: R451 533 – R570 273 per annum
 Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** :
 Rietvlei Hospital (MMC)
 Senior Certificate. Degree / Diploma in General Nursing or equivalent qualification that allows registration with SANC as a General Nurse, Midwifery, registration with the SANC as Professional Nurse with midwifery, Current SANC receipt 1: Experience: **Grade 1:** No experience. **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 3:** Experience: A minimum of 20 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. NB: Certificates of service from current and previous employers and signed by human resource department will be required when shortlisted on or before the interview. Skills: Good work ethics, Tenacity, integrity, Problem solving and decision making, Health promotion and team building, Reporting writing skills, Good communication skills: Public speaking, listening and Summarizing, Good interpersonal skills.
- DUTIES** :
 Work as multidisciplinary team to ensure good nursing care by the nursing team, Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Must be able to handle obstetric and pediatric emergencies and high risk conditions, To execute duties and functions with proficiency within prescript of applicable legislation, Provision of quality patient care through setting of standards, policies and procedures, To participate in quality improvement programs and hospital audits, Provide a safe ,therapeutic environment as laid down by the Nursing Act, Maintain accurate and complete records according to legal requirement, Manage and supervise effective utilization of all resources e.g. Human ,Financial , Materials etc, Implementation and management of infection control and prevention protocols, Ensure the implementation of saving mothers, saving babies recommendation, Ensure the implementation of the antenatal and postnatal policy including PMTCT, Provision of support to nursing service, Maintain Professional growth / ethical standards and self-development, Participate in the analysis, formulation and implementation of policies, practices and procedures, Ensure that a Health and Safety environment is maintained, Monitor and Control the quality of patient care, Perform quality improvement audits and survey monthly and report to senior management, Monitor and evaluate delivery of quality care within the hospital, Ensure implementation of national and provincial initiatives{Patients Rights Charter, Batho Pele programmes} etc, Monitor and evaluate compliance to the national and provincial quality programmes e.g norms and standards for the hospital packages of care, provide advice on various aspects of quality care to the institution.
- ENQUIRIES APPLICATIONS** :
 Ms N Ntuzela at (064) 754 9310
 Should be forwarded to: To Assistant Director: HRM, Rietvlei Regional Hospital, Private Bag X501, Staffords Post, 4686 or email to lubanziberry23@gmail.com Hand Delivery: Hand Delivery: R56 Road, Rietvlei Location, 4686.
- FOR ATTENTION NOTE** :
 Acting Assistant Director: HRM
 Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Such copies need not be certified (certified documents will be limited to shortlisted candidates). 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 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). 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. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews

- CLOSING DATE** : 15 November 2024
- POST 40/142** : **PROFESSIONAL NURSE {GENERAL STREAM} WITH MIDWIFERY REF NO: RVHGTWPN 28/2024 (X1 POST)**
- SALARY** : Grade 1: R307 4473 – R356 832 per annum
Grade 2: R375 480 – R435 759 per annum
Grade 3: R451 533 – R570 273 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Rietvlei Hospital (Gateway Clinic)
: Senior Certificate. Degree / Diploma in General Nursing or equivalent qualification that allows registration with SANC as a General Nurse, Midwifery, registration with the SANC as Professional Nurse with midwifery, Current SANC receipt 1: Experience: **Grade 1:** No experience. **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 3:** Experience: A minimum of 20 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. NB: Certificates of service from current and previous employers and signed by human resource department will be required when shortlisted on or before the interview. Skills: Good work ethics, Tenacity, integrity, Problem solving and decision making, Health promotion and team building, Reporting writing skills, Good communication skills: Public speaking, listening and Summarizing, Good interpersonal skills.
- DUTIES** : Provide comprehensive quality nursing care in a cost effective and efficient manner within the professional legal framework and standards, Conduct pre-natal screening and safer conception to all woman of child bearing age, Provide counselling services, HTS,ART and prep initiation to all eligible clients, Promote and perform cervical cancer screening NICD, STI and manage as per guidelines and protocols, Identify risks to the life of a pregnancy women, manage and refer accordingly, Display concern of patients and advocate timeously including willingness to report to patient's rights and their expectations (Batho Pele),Provide family planning safe, Ensure proper utilization and safe keeping of basic equipment, Provide long acting reversible contraceptives and the management complications thereof, Refer clients to multidisciplinary team e.g Social Worker professional counsellor and medical officer and next level of care, To participate in quality improvement programs and hospital audits, Provide a safe ,therapeutic environment as laid down by the Nursing Act, Provide a safe ,therapeutic environment as laid down by the Nursing Act, Implementation and management of infection control and prevention protocols, Implementation and management of infection control and prevention protocols, Ensure the implementation of saving mothers, saving babies recommendation, Ensure that a Health and Safety environment is maintained, Monitor and Control the quality of patient care, Perform quality improvement audits and survey monthly and report to senior management.
- ENQUIRIES APPLICATIONS** : Ms N Ntuzela at (064) 754 9310
: Should be forwarded to: Assistant Director: HRM, Rietvlei Regional Hospital, Private Bag X501, Staffords Post, 4686 or email to: lubanziberry23@gmail.com or Hand Delivery: Hand Delivery: R56 Road, Rietvlei Location, 4686.
- FOR ATTENTION NOTE** : Assistant Director: HRM
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Such copies need not be certified (certified documents will be limited to shortlisted candidates). 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). 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. NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.
- CLOSING DATE** : 15 November 2024