



# KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

Benedictine Hospital  
P/Bag x5007  
Tel: 035- 8317059 Fax: 035-8310740 Email: Mlungisi.zulu@kznhealth.gov.za  
[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

Human Resource Management

**ENQ; Mr SL Khoza**

**Date: 17.12.2021**

**TO: ALL HEADS OF ALL INSTITUTIONS**

**VACANCIES IN THE DEPARTMENT OF HEALTH: BENEDICTINE DISTRICT HOSPITAL**  
**CIRCULAR MINUTE No. BEN/HOSP/ 14//2021**

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

**DIRECTIONS TO CANDIDATES:-**

1. The following documents must be submitted:-

- a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za) must accurately completed and signed . Reference Number must be indicated in the column provided on the form Z.83.
- b) Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies.

2. 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.

3. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA bCitizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications.

4. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply.

5. 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.

6. 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

7. Failure to comply with the above instructions will results to your application being disqualified.

**NB: Due to financial constraints S&Tand relocation claims will not be considered for this post**

**CLOSING DATE FOR APPLICATIONS 31.12.2021**

Applications should be forwarded to: **The Chief Executive Officer**  
**Benedictine District Hospital**  
**Private Bag x 5007**  
**Nongoma 3950. Attention: Mr MM Zulu**  
**Original signed by Hospital CEO**  
**CHIEF EXECUTIVE OFFICER**

**JOB TITLE: Senior Systems Management Officer**

**DEPARTMENT: Systems Management**

**REF. NO. : BEN HOSP12/2021**

**SALARY: R 321 543 per annum**

**OTHER BENEFITS: MEDICAL AID (OPTIONAL), HOUSING ALLOWANCE: EMPLOYEE**

**MUST MEET PRESCRIBED REQUIREMENTS**

**MINIMUM REQUIREMENTS:**

- Matric/Senior Certificate or equivalent qualification
- National Diploma in Public Management/Administration
- 3 -5 years experience in Systems Management component
- Certificate of Service signed by Employer
- Proof of working experience (Certificate of service) signed by Human Resource Manager

**RECOMMENDATIONS**

- Any Health Management degree/ Diploma will be an added advantage
- Computer literacy: Ms Software application certificate
- Valid Driver Licence

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

- Decision making, problem solving skills
- Knowledge of Public Finance Management Act and Treasury Regulations
- Good communication skills-verbal and written
- Co-ordination and liaison skills
- Project Management skills

**KEY PERFORMANCE AREAS:**

- Ensure effective co-ordination, management and quality of work of all the functional components of the systems department within the Hospital.
- Ensure the proper allocation and utilisation of transport within the institution.
- Supervise the provisioning of all hotel services provided by private companies to ensure compliance with service level agreement.
- Ensure that safety program requirements are adhered to by all staff.
- Ensure proper implementation of National Core Standards within the institution.
- Ensure compliance with all statutory regulations and by laws
- Conduct risk and security analysis to inform the development of institutional risk management plan
- Ensure that an effective, up to date disaster and major incident management plan is maintained.

- Supervise staff under systems component and ensure compliance with EPMDS Policy

**Enquiries: MR SL Khoza Tel No: 035-8317057**

**CLOSING DATE: 31.12.2021**

**Original signed by Hospital CEO**

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**ACTING CHIEF EXECUTIVE OFFICER**

**BENEDICTINE HOSPITAL**