



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Benedictine Hospital
P/Bag x5007
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www.kznhealth.gov.za

Human Resource Management

Enq:: Mr M.M Zulu
Date: 17.12.2021

**TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS**

VACANCIES IN THE DEPARTMENT OF HEALTH

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.
 - (b) Curriculum Vitae, certified copies of identity document, highest educational qualifications and professional registration certificates - not copies of certified copies.
2. The Reference Number must be indicated in the column provided on the form Z.83.
3. **Preference will be given to the following candidates as per Employment Equity target: which is an African Male or Any person with disability regardless of race and gender.**
4. **Persons with disabilities should feel free to apply for the post.**

NB: The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (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).

5. 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.

6. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their

applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

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

NB: Due to financial constraints no S&T & relocation allowance will be funded to candidates

EMPLOYMENT EQUITY TARGET: AFRICAN MALE

CLOSING DATE: 31.12.2021

Original signed by Acting CEO

**ACTING HOSPITAL CEO
BENEDICTINE HOSPITAL**

DEPARTMENT OF HEALTH: KWAZULU-NATAL

(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.)

NOTE: 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, Applicants must submit copies of qualifications, Identity document and Driver's License (where appropriate) and any other relevant documents. (Such copies need not be certified when applying for a post.) The communication from the HR of the department regarding requirements for certified documents on or before the day of the interview following communication from HR. 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 (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. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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, applicants will not be acknowledged, however, successful applicants will be advised of the outcome.

JOB TITLE: Senior Human Resource Practitioner
INSTITUTION: BENEDICTINE HOSPITAL)
REFERENCE NO: BEN/HOSP/14/2021
REMUNERATION: R 321 543.00 PER ANNUM

OTHER BENEFITS: 13th Cheque, Medical Aid (Optional), Housing Allowance
(Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS:

- Senior Certificate / Standard 10/ Grade 12
- An appropriate Degree/Diploma in Human Science/Human Resource Management/ Public Management
- 1-2 years' experience in Staff/ Labour Relations Component
- Proof of current and previous work experience endorsed/stamped by HR Manager/ Delegated Person

RECOMMENDATION

- Valid Driver's license (Code B or above)
- Persal Certificate

KNOWLWDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Broad knowledge and understanding of Human Resource Management legislations i.e. Labour Relations Act, Basic Condition of Employment Act, Grievance and Disciplinary Procedure ETC.
- Problem Solving Skill, Decision Making, Human Relations and Communication Skills
- Investigation and Presiding Skills
- Broad Knowledge of Persal System

KEY PERFORMANCE AREAS:

- Manage the functioning of staff Relations Section in order to ensure the provision of high quality service
- Promote and maintain sound staff relations within the Institution and ensure adherence to Labour Relations Act, Basic Condition of Employment Act and other related legislative prescript.
- Attend to all Grievance, Disciplinary and misconduct cases in terms of laid down policies and procedures
- Prepare reports for Staff Relations issues
- Promote orderly collective bargaining within the Institution
- Investigate and preside when need arises
- Collect and analyse statistic in respect of Labour Related matters
- Provide efficient conflict management resolution
- Approval of transaction on PERSAL.

- Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements.
- Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

CLOSING DATE: 31.12.2021

ENQ: Mr MM Zulu Tel No: 035-8317059

All applications to be forwarded to Acting Hospital CEO
Benedictine Hospital
P/ Bag x 5007
NONGOMA 3950

Original signed by Acting CEO

ACTING HOSPITAL CEO
BENEDICTINE HOSPITAL