VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE 01 OF 2020

DIRECTIONS TO CANDIDATES:
The following documents must be submitted:

- Application for Employment Form (Z83), which is obtainable at any
government Department or from the website – www.kznhealth.gov.za
- Certified copies of identity document, highest educational qualifications and
Professional Registration –not copies of certified copies.
- Curriculum Vitae.
- Contactable and verifiable reference must be included in CV.
- The reference number of the post must be included in Z83

NB: Failure to comply with the above instructions will disqualify the
applicants.
The appointments are subject to positive outcomes obtained from the
State Security Agency (SSA) to the following checks (security clearance
(vetting), criminal checks, credit record, citizenship, verification of
educational qualifications by SAQA, verification of previous experience
from employers and verification from the Company Intellectual Property
Commission (CIPC).

Please note that due to the large number of applications received, applications will
not be acknowledged. Should you not receive a response after six weeks from
closing date of the advert, consider your application as unsuccessful.
Due to budgetary constraints, travelling expenses will not be paid.
The department is an equal opportunity, affirmative action employer, whose
aim is to promote representivity in all occupational categories in the
Department.
- People with Disability are encouraged to apply

Closing date: 10 July 2020

Original Document Signed by CEO
CHIEF EXECUTIVE OFFICER
CEZA-THULASIZWE DISTRICT HOSPITAL

Fighting Disease, Fighting Poverty, Giving Hope
PROVINCIAL ADMINISTRATION: KWA ZULU NATAL
DEPARTMENT OF HEALTH

Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the Department

APPLICATIONS:
Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.

FOR ATTENTION: Mr. E.S. Mazibuko: Human Resource Officer (Supervisor)

CLOSING DATE: 10 July 2020

NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. “People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

POST: Medical Manager:
(1 POST) REFERENCE NO: CH001/2020

SALARY: MEDICAL MANAGER: R1173900.00 per annum All-inclusive package. Other Benefits: 22% rural allowance and compulsory commuted overtime

CENTRE: CEZA-THULASIZWE DISTRICT HOSPITAL

REQUIREMENTS: MBCHB Degree plus current HPCSA registration as Medical Practitioner. Minimum of three (3) years’ experience as a
RECOMMENDATION

Diploma in HIV Management. Diploma in O& G, Communicable diseases, medicine, child health/ pediatrics or degree in Family medicine. Computer literacy. Valid driver’s license. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES. Broad clinical knowledge, competency and skills in general clinical domains such as medicine, Peadiatric, obstetrics and gynecology and surgery. Knowledge of relevant health and public service related legislation, Policies and procedures. Knowledge of strategic documents e.g. SDG, APP, DHP, DHER, etc. Knowledge and experience in District Health System. Knowledge of ethics. Knowledge of Health Information System and Decision making skill. Good communication, leadership, team building and motivation, computer skills. Good supervisory, planning and organization skills. Knowledge of Employee Performance Management Development System (EPMDS)

DUTIES:

Manage the provision of safe, ethical and high quality Medical and allied health care at Ceza Hospital and associated PHC Facilities. Provide support and supervision to all Medical and Allied health staff (including pharmacy, radiology, rehabilitation, dietetics, Oral health, social work, optometry, and psychology). Actively participate in the institutional strategic and operational planning and monitoring and evaluation processes. Manage and facilitate the formulation of Medical and allied health service policies and procedures and ensure that these are in line with the current statutory guidelines, regulations and code of ethics. Ensure the provision and development of protocols and guidelines to Medical and allied health personnel by: Strengthening clinical governance in the institution; and ensuring cost effective and efficient use of resources-including human and financial resources and monitoring and control of blood product and laboratory investigations. Plan, manage and control of resources allocated to Medical and allied health. Manage performance of medical and allied health staff. Ensure regular skills audits and ensure staff development and training. Maintain discipline and deal with grievances and labour related issues in Terms of the laid down procedures, in medical and allied health section. Assist with information management and analysis. Ensure accurate records are maintained for all health records in accordance with legal and statutory regulations for the continuity of care. Monitor and control overtime in medical and allied health sections. Ensure HR policies and regulations are Implemented. Assist with pro-active recruitment of medical and allied health professionals. Conduct clinical and record audits, morbidity and mortality and perinatal mortality reviews. Conduct service assessments and ensure medical and allied health sections participate in quality improvement projects and surveys to improve clinical quality and patient satisfaction. Assist with analyzing Adverse Events. Ensure compliance with National Core Standards and Ideal Clinic Realization Model. Provide leadership to clinical risk. Deal with medico-legal issues e.g. reports, clinical privileges, risk management. Full participation in management, financial and human resource committees of the institution. Develop Integrated Primary Health Care Service in Ceza Sub District.
Assist with quarterly reviews of programmes. Be a member of management meetings e.g. Executive Management Committee (Exco), Extended Management meetings, Clinic and Hospital Cash Flow meetings, Institutional Health Technology, Quality, Infection Prevention and Control, Health and Safety and Disaster Management etc.

ENQUIRIES : Chief Executive Officer: Mr. SP Zulu: 035- 832 5163