



Enquires: Mr. N Shezi
Date: 08/01/2024

VACANCY CIRCULAR: COSH 01/2024

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Institutions must notify all employees who qualify for posts in this internal circular minute even if they are absent from their normal places of work

All applications should be forwarded to: the Chief Executive Officer, Church of Scotland Hospital. Private bag X502, TUGELA FERRY, 3010

Directions to candidates

1. The following documents must be submitted:-
 - a) Application for Employment (Form Z83), obtainable from any Public Service Department OR from the website – www.kznhealth.gov.za
 - b) **Certified copies of highest educational qualifications and /or professional Registration certificate – not copies of certified copies.**
 - c) Curriculum Vitae
 - d) **Certified copies of qualifications and other relevant documents will only be requested from shortlisted candidates**
 - e) Z83 form must be completed in full in manner that allows a selection committee to assess the quality of a candidate based on the information provided on the form.
 - f) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA)
 - g) The reference number must be indicated in the column provided on the Z83

NB: failure to comply with the above instructions will disqualify applicants

2. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all categories in the department. Target here is African Male/ Indian Male/ White Male or Coloured Male.
3. The appointment is subject to the positive outcome obtained from the N/A to the following checks: (Security checks, credit records, qualification, citizenship ad previous experience verifications)
4. Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.
5. 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.
6. Please note that due to financial constraints S & T and resettlements, claims will not be considered for payment to candidates that are invited for the interview
7. People living with disability should feel free to apply for these positions

NB: Due to the challenges facing our Post office, you are advised to hand deliver or courier your applications

CLOSING DATE FOR APPLICATIONS IS: 2024-01-19

Original copy signed

Mr. N.P Shezi

Acting Chief Executive Officer
Church of Scotland Hospital



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

POST	: Assistant Manager Pharmaceutical Services
NO. OF POSTS	: 01
CENTRE	: COSH Pharmacy
REFERENCE	: COSH 01/2024
SALARY PACKAGE	: R 990 066.00 –R 1 145 748.00 (ALL-INCLUSIVE PACKAGE) CONSIST OF 70% BASIC SALARY AND 30% FLEXIBLE PORTION THAT MAY BE STRUCTURED IN TERMS OF APPLICABLE RULES
ALLOWANCES	: 17% RURAL ALLOWANCE

MINIMUM REQUIREMENTS FOR THE POST

- Grade 12
- Bachelor of Pharmacy (B. Pharm Degree) Appropriate qualification and registration with the South African Pharmacy Council (SAPC) as a Pharmacist.
- Current registration with the SAPC as a Pharmacist (2024)
- A minimum of 5 years appropriate/ recognizable experience after registration as a pharmacist with the SAPC.
- Persons in possession of a foreign Qualification must finish the Department with an evaluation certificate from the South African Qualification Authority (SAQA)
- Certificate of service endorsed by HR as proof of experience.

RECOMMENDATION

- Valid Driver's License
- Computer Literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook) as well as knowledge and experience in RX Solution and Payment Pack Solution.
- 3 years of Supervisor experience as a Pharmacist will be an added advantage.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Good knowledge of public sector pharmacy, as well as relevant acts, regulations, district health system, eml, good pharmacy practice, policies, and procedures, the national drug policy.
- Sound Understanding of procurement reforms and the CCMD program.
- Sound knowledge of legislation relating to pharmaceutical practice in South Africa.
- Sound knowledge of the District Health System and National Drug Policy.
- Good communication, leadership, motivational, decision-making, team building, ethical, operational professional and supervisory skills.
- Knowledge of principles, functioning and operation of a PTC and anti-microbial stewardship.
- Knowledge of human resource Management, staff training and development and financial management, commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles.
- Effective planning, organizational, managerial and interpersonal skills, be able to priorities tasks and issues and comply with the time frames.
- Knowledge of the scope of practice of the various pharmaceutical staff categories and other health professional together with the attendant training requirement.
- Have a good or detailed knowledge of the South African system for pharmaceutical, tenders and contracts, knowledge of the pharmaceutical supply and dispensing chain is essential.



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

- Have the ability to prioritize issues and work related matters and to comply with the frames
- Be computer literate with the proficiency in MS Office Software applications
- Knowledge of GPPS antimicrobial prescribing patterns.
- Knowledge of Rx solutions and payments solutions.

KEY PERFORMANCE AREAS

- Register as a responsible Pharmacist
- Ensure continuous registration of Pharmacy Department with pharmacy Council.
- Provide comprehensive Pharmaceutical service to inpatient wards, outpatients departments.
- Provision of pharmaceutical service in accordance with the legislation and provision of the national drug policy
- Ensure rational use of all resources in the pharmacy department.
- Engage in effective communication with all stakeholders to ensure that quality services rendered and requirements for audits are met.
- Comply with the requirements for good pharmacy practice and scope of practice for a pharmacist as laid down by the South African Pharmacy Council.
- Maintain accurate and appropriate patient record in line with legal requirements.
- Develop implement and monitor adherence to standard operation procedure and policies for all aspects of the pharmaceutical service, in accordance with the applicable legislations, regulations and good pharmacy practice, compiling reports for submission.
- Assist in co-ordination of and therapeutics committee and antibiotic stewardship, identify training needs for pharmacy staff and co-ordinate training.
- Direct supervision of pharmacists, community service pharmacists, pharmacy interns, and pharmacist Assistants and all staff allocated in Pharmacy.
- Provide necessary orientation, training, discipline, conflict resolution, EPMDS Management and monitoring of all pharmacy staff developing job descriptions.
- Conduct service assessments and implement quality improvement programs of the department and ensure policies and procedures are followed.
- Manage patients complaints, liaise with other Health professionals regarding drug information and participate in pharmacy and Therapeutic committee and all other relevant committee
- Supervise the enrolment and implementation of the CCMDD, ARV program
- Dispense pharmaceuticals as well as ARV medicines
- Implementation of a good pharmacy Practice Rules, ensure optimal utilization and sound management of a Human Resource Management as well ensuring optimal safety and security of pharmaceuticals in the institution
- Management of procurement, Storage, distribution and use of pharmaceuticals in the institution to ensure that stock out of essential medication is avoided.
- Participates in audits and MO
- Stock Management
- Perform overtime duties
- Management of rosters for call out, standby and overtime



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

- Develop monitoring and evaluation plan for pharmacy
- Ensure extensive control of pharmaceutical service in all depth of the CHC including drug supply management to attached clinics and outreach programs.
- Identify training needs of the pharmacy staff and facilitate access to appropriate training and development. Identify and facilitate the procurement of pharmaceutical equipment as the standard operational norms of a district hospital.
- Participate in all institutional committee meetings as per appointment the institutional Manager.

ENQUIRIES: Dr M Raddadi Tel : 087 945 1061

Certified copies of qualifications and other relevant documents will only be requested from shortlisted candidates



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

POST	: Assistant Director Radiography
NO. OF POSTS	: 01
CENTRE	: COSH XRAY
REFERENCE	: COSH 02/2024
SALARY	: R578367.00 –R639 744.00 Per annum
OTHR BENEFITS	: 13 th cheque ,17 % Rural Allowance Home owners allowance (Employee must meet the prescribed requirements) , Medical Aid (Optional)

MINIMUM REQUIREMENTS AND EXPERIENCE:

- Senior Certificate/ matric or Grade 12
- Degree/National Diploma/B Tech in Diagnostic radiography
- Current registration with HPCSA as a Diagnostic radiographer
- A minimum of 5 years appropriate experience after registration with the HPCSA in the relevant profession of which 3 years must be appropriate experience in Supervisory level

RECOMMENDATIONS :

An additional qualification as Ultra-Sonographer will be considered as an advantage.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge of relevant occupational health and safety acts
- Team work spirit
- Sound knowledge of diagnostic radiography procedures and equipment
- Good communication skills (written and verbal) and problem solving skills
- Computer literacy in word processing and spreadsheet packages
- Good interpersonal skills
- Planning and organizing and analyzing skills
- Conflict management skills
- Good decision making skills
- Sound knowledge of radiography techniques and view
- Sound knowledge radiation control and safety regulations

KEY PERFORMANCE AREAS

- Ensure effective management of the Diagnostic Imaging Service
- Ensure that the service complies with the Radiation Control Legislation
- Plan and organize workflow to facilitate effective service delivery
- Provide high quality general radiographic services
- Ensure inspection and utilizing of equipment professionally to ensure that they comply with the safety standards
- Implement PMDS for the employees in the Diagnostic Imaging Service
- Liaise with other service components to ensure co-ordination of the services
- Ensure proper execute all clinical radiographic procedures competently to prevent complications
- Ensure implementation of the quality assurance program and execution prevent



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

- Participate in after hours and week end duties to ensure provision of radiographic services on a 24 hours basis
- Ensure radiation safety for staff patients and the public
- Participate effectively in the implementation of National core standards
- Promote Batho Pele Principle and Patient's Rights Charter the day-to-day-execution of radiographic services
- Participate in the development and formulation of department policies and protocols
- Promote good health practices, such as radiation protection, to ensure optimal patient care

ENQUIRIES: Dr M Raddadi Tel : 087 945 1061

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KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

POST	: Pharmacist
NO. OF POSTS	: 02
CENTRE	: COSH Pharmacy
REFERENCE	: COSH 03/2024
SALARY PACKAGE	: R 768 489.00-R814 437.00 (ALL-INCLUSIVE PACKAGE) CONSIST OF 70% BASIC SALARY AND 30% FLEXIBLE PORTION THAT MAY BE STRUCTURED IN TERMS OF APPLICABLE RULES
ALLOWANCES	: 17% RURAL ALLOWANCE

MINIMUM REQUIREMENTS :

- Grade 12
- Bachelor of Pharmacy (B. Pharm Degree) Appropriate qualification and registration with the South African Pharmacy Council (SAPC) as a Pharmacist.
- Current registration with the SAPC as a Pharmacist (2024)
- Persons in possession of a foreign Qualification must finish the Department with an evaluation certificate from the South African Qualification Authority (SAQA)

EXPERIENCE :

GRADE 1 R768 489.00-R814437.00 - No experience required

GRADE 2 R830 751.00- R880 521.00 - A minimum of five (5) years appropriate recognizable experience after registration as a Pharmacist with S.A.P.C

GRADE 3 R906 540.00-R961 614.00 - A minimum of thirteen (13) years appropriate recognizable experience after registration as a pharmacist with S.A.P.C

RECOMMENDATION : Valid Drivers license

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge and understanding of pharmaceutical services, approaches, policies and procedures
- Good planning and organizational skills
- Good communication skills-verbal and written
- Co-ordination and liaison skills
- Team work spirit
- Problem solving skills

KEY PERFORMANCE AREAS

- Implement policies and procedures in pharmacist department
- Perform duties/functions within the prescripts of all applicable legislation
- Provide administrative services such as giving accurate statistics for evaluation and future planning
- Identify needs for financial planning and indirect control of expenditure as an integral part of planning and organization
- Check compliance/adherence to treatment and adverse effects and contra indication.



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**HEALTH
REPUBLIC OF SOUTH AFRICA**

- Ensure adequate stock and timeous ordering
- Provide medicine information and advice to other health care workers
- Provide other duties that can be allocated according to hospital need
- Ensure proper utilization of resources and exercise care over government property
- Implement quality improvement programmes
- Supervise and train pharmacy assistants
- Ensure Batho Pele principles are implemented

ENQUIRIES: Dr M Raddadi Tel : 087 945 1061

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KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

POST : Ultrasound Radiographer (Ultra-sonographer)
Grade 1-3
NO. OF POSTS : 01
COMPONENT : COSH XRAY
CENTRE : CHURCH OF SCOTLAND HOSPITAL
REFERENCE : COSH 04/2024
SALARY NOTCH : Grade 01: R457 695.00 - R506 016.00 Per Annum
Grade 02: R538 284.00 – R595 251.00 Per Annum
Grade 03: R 630 573.00 – R 658 482.00 Per Annum

OTHER BENEFIT(S) : 13TH cheque, Housing Allowance employee must meet the Prescribed requirement & Medical Aid (Optional)

- GRADE 1** - No experience after registration with HPCSA in respect of RSA qualified Applicants. One-year relevant experience after registration with recognized Foreign Health Professional Council in respect of foreign qualified employees, Of whom it is not required to perform Community Service, as required in South Africa after registration with HPCSA
- GRADE 2** - A minimum of ten (10) years relevant experience after registration with HPCSA in relevant profession.
A minimum of eleven (11) years relevant experience after registration with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
- GRADE 3** - A minimum of twenty (20) years relevant experience after registration with HPCSA in relevant profession.
A minimum of twenty one (21) years relevant experience after registration with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

MINIMUM REQUIREMENTS :

- Grade 12,
- National Diploma/Degree in Radiography (ultrasound)
- Registration certificate with HPCSA as an ultrasound radiographer.
- Current receipt of annual payment with HPCSA (2023/2024)- Independent Practice.
- Certificate of Service from current and previous employer endorsed by Human Resource Department will be requested to shortlisted candidates.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Sound knowledge of diagnostic sonography practice and ethos
- Ability to perform quality assurance tests
- Knowledge of relevant Health and Safety Acts
- Knowledge of current Health and public service, legislation, regulations and policy.
- Good communication and interpersonal skills, decision making and problem solving skills.
- Planning and organization skills



KEY PERFORMANCE AREAS

- Provide high quality ultrasound services consistent with scope of practice and clinical standards
- Execute all clinical procedures and examinations competently to prevent patient safety incidences and miscommunication.
- Inspect and use equipment to ensure compliance with safety standards.
- Assist in compiling reports and statistics for work area
- Provide health education on patient's conditions whilst upholding patient's right and keeping to scope of practice.
- Participate in Quality Assurance Programme.
- Participate in EPMDS.
- Promote Batho Pele Principles in the execution of duties for effective and efficient service delivery
- Assist with ultrasound patient bookings by ensuring request forms are filled properly with adequate medical and clinical information to carry out examination.
- Promote good health practices and ensure optimal patient care
- Provide training, guidance and supervision to junior staff
- Perform other duties as per delegation by radiography management.

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CLOSING DATE FOR APPLICATIONS: 2024-01-19

**All applications should be forwarded to:
HUMAN RESOURCE OFFICE
PARKHOME NO 2 (DURING OFFICE HOURS)
The Acting Chief Executive Officer
Church of Scotland Hospital
Private Bag X 502
TUGELA FERRY
3010**