VACANCY CIRCULAR: COSH 09/2019

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 X 502, 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) ID Copy

2. The reference number must be indicated in the column provided on the form Z83.

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

3. Please note that due to the large number of applicants we envisage to receive, only Short-listed candidates will be contacted. If you have not been contacted within 2(two) weeks after the closing date, please accept that your application was unsuccessful.

4. 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).

5. People living with disabilities should feel free to apply for these positions

6. PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS NO S&T CLAIMS WILL BE CONSIDERED FOR PAYMENTS TO CANDIDATES THAT ARE INVITED FOR THE INTERVIEW.

The closing date for submission of applications is: 2019-10-25

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different)

ORIGINAL SIGNED BY CEO

MRS  B. DLOMO
ACTING CHIEF EXECUTIVE OFFICER
CHURCH OF SCOTLAND HOSPITAL
POST : CLINICAL MANAGER (OBSTETRICS AND GYNAECOLOGY)
NO. OF POSTS : ONE (1)
COMPONENT : MEDICAL SERVICES
CENTRE : CHURCH OF SCOTLAND HOSPITAL
REFERENCE : COSH 10/2019
SALARY : GRADE 1 = R1 173 900.00 PER ANNUM (INCLUSIVE PACKAGE)
OTHER BENEFITS : RURAL ALLOWANCE 22%
                  COMMUTED OVERTIME (CONDITIONS APPLY)

MINIMUM REQUIREMENTS FOR THE POST

- Senior Certificate/Matric or Grade 12
- MBCHB Degree or equivalent qualification
- Current registration with HPCSA as a Medical Practitioner
- ‘At least 5 years’ experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner of which 1 year must have been spent in O&G department
- Valid driver’s license code EB
- NB Proof of experience endorsed and stamped by Human Resource.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- Knowledge of health legislation and policies at public institution
- Excellent human, communication and leadership skills
- Sound knowledge and clinical skills
- Ability to develop policies
- Sound knowledge of Obstetrics and Gynaecology
- Computer literacy
- Sound negotiation, planning, organizing, decision making and conflict management skills
- Knowledge of ESMOE
- Good team building and problem solver
- Knowledge of medical disciplines and management skills
- Knowledge and experience in District Health System

KEY PERFORMANCE AREAS

- Management of Obstetrics and Gynaecology inpatients
- Provide the management support and supervision to all medical officers in maternity ward and theatre
- Support continuous professional development by information seminars and scheduling external meetings.
- Chair monthly perinatal and mortality in absence of the chairperson.
- To ensure provision of protocols and guidelines to doctors
- Participate to quality improvement plans
- Ensure continuous monitoring of perinatal and mortality meetings through clinical audits
- Perform overtime when need arises
- Provide an after hour emergency Obstetrics and Gynae services
- Ensure the running Antenatal and Gynae Out Patient clinic
- Manage the work in labour ward and Theatre
- Participate in Academic activities of the Department and teaching of junior staff
- Contribute to the running of the obstetrics services in the community referral clinics
- Work as a part of team providing district hospital based Obstetrics and Gynaecology services under consultant guidance
- Support CHC and clinics referring to Obstetrics and Gynaecology department.

ENQUIRIES: MR T. KABWE       TELEPHONE NUMBER: 033 4931000  EXT. 4026