TO ALL HEADS OF THE INSTITUTIONS

CIRCULAR FOR VACANCIES IN THE DEPARTMENT OF HEALTH

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

DIRECTION TO CANDIDATES

1. The following documents must be submitted:
   (a) Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za.
   (b) Certified copies of highest educational qualifications- not copies of certified copies.
   (c) Curriculum vitae
   (d) Certified copy of Identity Document
   (e) Certified copies of Registration certificates.

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

3. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department.

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

5. People with disability must feel free to apply.

6. The Employment Equity target preference is African Male.

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

7. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates.

8. The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks :( security checks, Credit records, qualification, citizenship and previous experience verifications).

9. This is a re – advertisement and those who previously applied should re – apply.

Closing date for Applications is: 25/10/2019

Original signed by C.E.O.

MRS S.W. MASEKO
CHIEF EXECUTIVE OFFICER
CHRIST THE KING HOSPITAL
POST : CLINICAL MANAGER (MEDICAL MANAGER)

INSTITUTION | COMPONENT | POST NUMBER | REFERENCE NUMBER
--------------|-----------|-------------|----------------------
CHRIST THE KING HOSPITAL | 024608 | 1 | CTK 18/2019 |

SALARY NOTCH : R 1 173 900.00 all-inclusive package plus 18% inhospitable allowance
Committed Overtime (subject to approval)

MINIMUM REQUIREMENT FOR THE POST

- Senior certificate/grade 12, MBCHB Degree qualification,
- Registration with the HPCSA as a Medical Practitioner.
- Proof of current registration as a Medical Practitioner with HPCSA.
- A minimum of 6 years’ experience after registration as a Medical Practitioner with HPCSA.
- Proof of current and previous work experience endorsed by the Human Resource Manager or delegated person (certificate of service must be attached as proof of experience).

KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of health legislation and policies at public institution, Excellent human, communication and leadership skills.
- Sound knowledge and clinical skills, Ability to develop policies, Computer literacy. Sound negotiation, planning, organizing, decision making and conflict management skills
- Good team building and problem solver. Knowledge of medical disciplines and management skills.
- Knowledge and experience in District Health System. A qualification in family medicine would be a recommendation.

KEY PERFORMANCE AREAS

- Provide the management, support and supervision to all medical staff, pharmacy services and allied health professional services.
- Provide optimal health care by utilizing SMART key result Areas in carrying out the objective of the department.
- Formulate policies and procedures for medical services and ensure that they are in accordance with the current statutory regulations and guidelines.
- Ensure the provision of protocols and guidelines to Doctors.
- Provision of quality care, assisting team members with quality assurance, quality improvement projects, mobility and mortality reviews, monthly audits development of clinical guidelines, policies as per specialty.
- Participate in quality improvement Programmes.
- Ensure the provision of outreach services.
- Formulate strategic plans in keeping with the requirements of the hospital.
- Ensure control monitoring of the hospital budget.
- Maintain discipline in relevant departments. Ensure continuous monitoring of morbidity and mortality through clinical audits.
- Provision of quality advanced comprehensive community health care through provision of preventative, curative and rehabilitative services.
- Provision of administrative services. Overtime is compulsory
ENQUIRIES:  Mrs. S.W Maseko       TEL: 039 - 834 7500

APPLICATIONS SHOULD BE FOWARDED TO:
The Chief Executive Officer
Christ the King Hospital
Private bag X 542
IKOPO
3276

OR

Hand delivered to:

Christ the King Hospital
Human resource office
Peter Hauff Drive
IKOPO
3276