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
ASSISTANT DIRECTOR: SYSTEMS

CHRIST THE KING HOSPITAL

023 924

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CTK 19/2019

R 376 596.00 per annum

13 th Cheque / service bonus

Medical aid – optional

Home Owners allowance: Employee must meet prescribed requirements.

Minimum Requirement for the Post

- Standard 10 or Grade 12
- An appropriate Bachelor's Degree or National Diploma in Public Management or Public Administration or Equivalent qualification and
- Three (3) years supervisory experience in systems management.
- A valid driver's license (Code 08 or 10)
- NB: Applicants are required to submit proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service and service record) must be attached.

Knowledge, Skills and Competencies

- Knowledge of legislative prescripts governing the Public Service.
- Knowledge of and experience in General Administration, Patient Administration and Information Systems.
- Knowledge of relevant acts and regulations inclusive of Patient Fees Manual
- Understanding of Information Technology systems
- Knowledge of Health and Safety and Quality Assurance Management.

Key Performance Areas:

- Manage the day-to-day functioning of the Systems Component in the institution to ensure that high quality services are being provided.
- Monitor the provisioning of all systems services facilitated by contractors in order to ensure contract adherence and highest level of quality.
- Manage the following services to ensure optimal usage and cost effectiveness in the entire Institution.
  - Cleaning Services
  - Telecommunication Services
  - Registry and Reprographic Services
  - Maintenance Services
  - Information Systems and Technology Services
  - Gardening Services
  - Patient Administration Services
  - Mortuary Services
  - Housekeeping Services
  - Security Services
  - Laundry Services
  - Transport Services
  - Waste Management Services
  - Systems Contracts Management
- Ensure that all institutional information systems are maintained to provide reliable, valid and timeous processing of information.
- Implement and monitor effective systems policies, protocols and practices within the day-today operational areas.
- Oversee risk management system at the institution to ensure that an effective, up-to-date disaster and major incident management plans are maintained.
- Render expert advice to management on matters relating to systems administration to ensure compliance with all statutory regulations.
- Provide technical advice to the management team in respect of operations and ensure that standby and emergency facilities are properly maintained.
- Contribute as a member of a multi-disciplinary management team towards the effective and efficient management of the institution, and
- Ensure that staff has work plans and EPMDS tallying with the goals of the component and manage human resources.

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
IXOPO
3276

OR

Hand delivered to:

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