



Reference: HRM 7/1/2

Date : 15 March 2024

**TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTION
HEAD OFFICE MANAGERS**

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTES No. DPKISMH 02/2024

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES: -

1. The following documents must be submitted: -
 - (a) Application for Employment Form (**Form Z.83 New version**), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
 - (b) **Comprehensive** CV (with detailed experience, full details of qualifications and professional registration status, where applicable.)
 - (c) Applicants are not required to submit copies of qualification and other relevant supporting documents. **Only shortlisted** candidates will be required to submit certified copies of all educational qualifications and other relevant supporting documents.
2. The Reference Number must be indicated in the column provided on the form Z.83.
3. **Persons with disabilities should feel free to apply for the post.**

NB: (a) Failure to comply with the above instructions will disqualify applicants. E-mailed applications will ***in the Interim be accepted***.

- (b) **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, and citizenship, verification of Educational Qualifications by SAQA, verification
Previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**

4. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
5. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

Please note that due to financial constraints this institution will not reimburse candidates for S & T claims for attending interviews.

CLOSING DATE FOR APPLICATIONS IS 19 April 2024

Original signed by the CEO available on request
**CHIEF EXECUTIVE OFFICER
DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL
KWAZULU-NATAL
DATE: 19 March 2024**

DEPARTMENT OF HEALTH: KWAZULU-NATAL

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

NOTE: Applications must be submitted on the **new** prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 form **will not be considered**. All required information on the Z83 form must be provided. **Detailed Curriculum Vitae** must accompany the application from Z83. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. **NB: Failure to comply with the above instructions will disqualify applicants.** Persons with disabilities should feel free to apply for the post. **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 and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**

Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply

POST : MEDICAL SPECIALIST: GENERAL SURGERY

REFERENCE NO: DPKISMH 03/2024

CONTRACT POST: 02 YEARS

COMPONENT : SURGICAL SERVICES

NO OF POSTS : 01

**SALARY NOTCH : GRADE 1: R1 214 805.00 – R1 288 095.00 pa (All-inclusive Salary package)
: GRADE 2: R1 386 069.00 – R1 1469 883.00 pa (All-inclusive Salary package)
: GRADE 3: R 1 605 330.00 – R 2 001 927.00 pa (All-inclusive Salary package)**

(All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.)

OTHER BENEFIT (S): Compulsory Commuted Overtime.

- **GRADE 1:** Appropriate qualification **Plus** registration with HPCSA as a Specialist in General Surgery. No experience required.

- **GRADE 2:** Appropriate qualification **Plus** five (05) years post registration experience as a Medical Specialist in General Surgery.
- **GRADE 3:** Appropriate qualification **PLUS ten (10)** years post registration experience as a Medical Specialist in General Surgery.

MINIMUM REQUIREMENTS:

- Senior Certificate /Grade 12 or equivalent
- An appropriate tertiary qualification (MBCHB),
- Registration certificate with HPCSA as a Medical Specialist in General Surgery **Plus**
- Current registration with HPCSA as a Specialist in General Surgery **(2023/2024 receipt)**.
- FCS (SA), Mmed
- Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates.
- The successful candidate will have to spend a maximum of two years in the post.

KNOWLEDGE SKILLS TRAINING AND COMPETENCIES REQUIRED

- Sound clinical knowledge of General Surgery
- Good communication and human relations
- Sound knowledge of procedures and protocols within the discipline
- Assessment, management and referral of patients
- Sound surgical techniques in the operating theatre
- Participate in continuing professional development
- Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relations

KEY PERFORMANCE AREAS

- Providing outpatients, inpatients and outreach general surgery services.
- Teaching and supervision of medical officers and registrars
- Ensuring provision of a high-quality and efficient comprehensive general surgery service
- Assist with quality improvement initiatives including clinical audits and continued professional development activities aligned to department needs
- Assist in the development of management policies and protocols.
- Perform compulsory commuted overtime.
- Ability to provide Specialist General Surgery consultation and services.
- Accept responsibility for administration duties related to the Department of General Surgery.
- Assess patients, plan, initiate and supervise medical care management.
- Align clinical service delivery plans with hospital plans and priorities.
- Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in commuted overtime per week, is essential.
- Develop, maintain and audit the correct implementation of clinical protocols and guidelines.

- Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities
- Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research
- Supervision of postgraduate and undergraduate training
- Participate in postgraduate and other relevant academic / and training programmes.
- Participate in the continued medical education programme in the institution.
- Manage EPMDS of junior staff.
- Participate in the extended management activities.
- Develop, implement and monitor quality improvement programmes.
- Develop and participate in the outreach/in reach programmes.
- Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses
- Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained.
- Leadership and decision-making abilities as well as problem solving and conflict management
- Knowledge of Human Resource management.
- Information management and quality assurance
- Ensure the proper and economical use of equipment and other resources.

Enquiries: Dr HA Hlela: Senior Manager Medical Services: Contact no: 031 530 1471

POST : PROFESSIONAL NURSE (SPECIALITY) ICU

NO. OF POSTS : 01

REFERENCE NO. : DPKISMH 04/2024

**SALARY NOTCH : GRADE 1: R 431 265.00 – R 497 193 Per annum
: GRADE 2: R 528 696.00 – R 645 720.00 Per annum**

**OTHER BENEFITS : 13th Cheque, Medical Aid (Optional) & Housing Allowance
(Employees to meet the prescribed requirements)**

MINIMUM REQUIREMENTS FOR THE POST:

- Senior Certificate/Grade 12 or equivalent
- Degree/Diploma qualification that allows registration to General Nursing
- A relevant one (01) year **Post Basic qualification in ICU** registered with SANC.
- Registration certificate with South African Nursing Council (SANC).
- Current SANC receipt (**2024**).
- 4 years' experience in Nursing after registration as a Professional Nurse.
- Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates.
- Successful candidate will have to spend minimum of one year in service.

GRADE 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, plus one- year ICU post basic diploma.

GRADE 2: A minimum of 14 (fourteen) year's appropriate/ recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 (ten) years of the period referred above must be appropriate/recognizable experience in the speciality after obtaining the 1 (one) year post basic qualification in ICU.

KNOWLEDGE, SKILLS, COMPETENCIES REQUIRED:

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework.
- Good communication skills-verbal and written
- Co-ordination and liaison skills
- Problem solving skills and critical thinking skills
- Ability to work within the multidisciplinary team

KEY PERFORMANCE AREAS:

- Assist in planning/organizing and monitoring of objectives of the specialized unit.
- Provide a therapeutic environment for staff, patients and public.
- Provide comprehensive, quality nursing care
- Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level.
- Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital
- Assist with allocation/change list, day and night duty rosters and inputs for leave
- Assist in record keeping and provide statistical information on training and staffing
- To assist in EPMDS evaluation of staff and implement EAP.
- Assist in orientation, induction and monitoring of all nursing staff
- To complete patient related data and partake in research.
- Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty.
- To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift
- To partake in overall specialized unit functions, i.e. team building
- Effective and efficient management of all resources
- Liaise with professional Nurse in charge in High care/Renal unit.
- To nurse a critically ill patient who is ventilated, on haemodialysis and continuous-vino venous haemodialysis.
- To nurse all types of patients regardless of diagnoses according to disease profile within the directorate.
- To nurse a paediatric ventilated/high care patient in ICU within directorate.
- Maintain Professional growth/ethical standard and self-development.
- Assist in reduction of complaints within the directorate

Enquiries: Ms PT Jali (ANM – Adult ICU and Critical Care: Contact no 031 530 1428

(NB) THE EMPLOYMENT EQUITY FOR THESE POSTS IS AN AFRICAN MALE.

DUE TO THE CLOSURE OF THE POST OFFICE IN KWAMASHU, NO POSTED APPLICATIONS ARE CURRENTLY ALLOWED.

ALL APPLICATIONS SHOULD BE EMAILED TO:

Pixley. Recruitment@kznhealth.gov.za

Or

Hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu

Or

Couriered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu