



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

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Office of the Deputy Director:
Human Resources Management Services

Reference : HRM 7/1/2
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**TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS**

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No. DPKISMH 11/2021 (RE-ADVERTISED – CANDIDATES WHO APPLIED PREVIOUSLY MUST RE-APPLY)

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) Curriculum Vitae, certified copies of identity document, highest educational qualifications and professional registration certificates - not copies of certified copies.
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. Faxed and e-mailed applications will **NOT** 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, citizenship), verification of Educational Qualifications by SAQA, verification of 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 28 DECEMBER 2021

Original signed and available on request

CEO: DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL

KWAZULU-NATAL

DATE: 10/12/2021

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. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and (not copies of previously certified copies). 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.** Faxed and e-mailed applications will **NOT** be accepted. 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, 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: ADMINISTRATIVE CLERK SUPERVISOR: 3 X POSTS: LEVEL 7:
(1 X DOCTORS ADMIN SUPPORT SERVICES; 1 X PAMS; 1 X NURSING ADMIN
SUPPORT SERVICES)**

NO OF POSTS: 3

REFERENCE NO.: DPKISMH 71/2021

SALARY: R 261 372 per annum

Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

REQUIREMENTS FOR THE ABOVE POSTS: -

- Grade 12 /Senior Certificate; **PLUS**
- 3 to 5 years' clerical/ administrative experience in a health environment

RECOMMENDATIONS

Computer literacy (MS Office Package)

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED: -

- The incumbent of this post will report to the Assistant Manager to Supervise and render an administrative support services
- The ideal candidate must have: Knowledge of administration of patients and filing of patients charts
- Knowledge of clerical duties
- Knowledge of capturing of data.
- Have knowledge of operate computer
- Possess knowledge of collecting statistics
- Knowledge of legislative framework governing the Public Service

- Have the ability to working procedures in terms of the working environment.
- Be computer skills.
- Have planning and organizing
- Have language Have good verbal and written communication skills.

KEY PERFORMANCE AREAS: -

➤ **SUPERVISE AND RENDER GENERAL CLERICAL SUPPORT SERVICES**

- Record, organize, store, capture and retrieve correspondence and data (line function)
- Update registers and statistics.
- Handle routine enquiries.
- Make photocopies and receive or send facsimiles
- Distribute documents\packages to various stakeholders as required, Keep and maintain the filing system for the component.
- Type letters and\other correspondence when required.
- Keep and maintain the incoming and outgoing document register of the component.

➤ **SUPERVISE AND PROVIDE SUPPLY CHAIN CLERICAL SUPPORT SERVICES WITHIN THE COMPONENT**

- Liaise with internal and external stakeholders in relation to procurement of goods and services
- Obtain quotations
- Handle telephone accounts and petty cash for the component.

➤ **SUPERVISE HUMAN RESOURCES\STAFF**

- Allocate and ensure quality work
- Personnel development.
- Assess staff performance
- Apply discipline.

***All applications must be accompanied by proof of current and previous experience endorsed by Human Resource (attach certificate of service)**

CLOSING DATE: 28/12/2022

NB! DUE TO CLOSURE OF THE POST OFFICE IN KWAMASHU, NO POSTED APPLICATIONS WILL BE ACCEPTED.

ALL APPLICATIONS FOR THIS POST MUST BE HAND DELIVERED TO THE HOSPITAL: 310 BHEJANE STREET (HOSPITAL GATE NUMBER 3), KWAMASHU