



Dr Pixley Ka Isaka Seme Memorial Hospital
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OFFICE OF THE DEPUTY DIRECTOR
HUMAN RESOURCES MANAGEMENT SERVICES

Reference : HRM 7/1/2
Enquiries : Mr S Ngubane
Telephone : (031) 530 1483

**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 20/2022

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 03 JUNE 2022

Original signed and available on request

**CEO: DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL
KWAZULU-NATAL
DATE: 23/05/2022**

GROWING KWAZULU- NATAL TOGETHER

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, 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 : **ADMIN CLERK (SUPERVISOR)**

NO. OF POSTS : 01

REFERENCE NO. : DPKISMH 24/2022

COMPONENT : PATIENTS RECORDS AND ADMIN

SALARY NOTCH : R 257 508.00 – R303 339.00 PER ANNUM

BENEFIT : 13th Cheque, Homeowners Allowance and Medical Aid (Optional)
(Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS:

- Grade 12 certificate or equivalent
- Computer literacy
- A minimum of three (3) years relevant experience.

RECOMMENDATIONS

- A relevant National Diploma (NQF6)
- Advanced computer knowledge
- Unendorsed valid Code B driver's license (Code 8)
- Experience on Patient Administration preferable in a Public Health environment

KNOWLEDGE, SKILLS, COMPETENCIES REQUIRED:

The ideal candidate must:

- Possess knowledge of the functions and regulations applicable to the area of operation.
- Applicable Public service policies, legislations and procedures including but not limited to Labour Relation Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act, amended Bathopele Principles etc.
- Computer Literacy and knowledge of IT equipment operation e.g., including printer, copier, facsimile, scanner and data-projects.
- Information and record management, including collection, collation and dissemination of data/statistics.
- Knowledge of office procedures and practices.
- Have supervisory knowledge and report writing skills.

- Have advance written communication, verbal and non-verbal skills.
- Have good financial management, time management, team building and organisational skills.
- Excellent analytical and problem solving skills.
- Have good telephone etiquette and peoples skills.
- Have sound organizational skills and able to operate independently to act with tact and discretion.
- Have high level of reliability.
- Have the ability to prioritise issues and other work related matters and adhere to time frames.
- Be computer literate with proficiency in MS word, Excel, Outlook and PowerPoint applications.
- Be willing to work extra hours

KEY PERFORMANCE AREAS:

- Develop, implement and maintain Patient Administration Systems and Services for the Hospital to ensure quality standards is maintained.
- Ensure that patients information is maintained, stored and properly managed to enable the efficient retrieval and filing thereof.
- Ensure the collection and verification of patient related information/statistics and the development of reports in support of accurate and timeous management reporting processes.
- Ensure revenue generation as per fees manual.
- Supervise and conduct employee's performance reviews and compile reports.

CLOSING DATE: 03 JUNE 2022

ALL APPLICATIONS SHOULD BE FORWARDED TO:

**The Deputy Director: Human Resources
Dr Pixley Ka Isaka Seme Memorial Hospital
Private Bag X11
KwaMashu
4360**

OR

**Hand delivered to 310 Bhejane Street (Hospital Gate number 3)
KwaMashu**