TO: HEADS OF ALL DEPARTMENTS  
VACANCIES IN EDENDALE HOSPITAL  
CIRCULAR MINUTE: EDH 22/2020

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
   - Application for Employment Form (Z83), which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za
   - Certified copy of Identity Document.
   - Updated Curriculum Vitae with full record of service.
   - Certified Copy of Highest Educational Qualifications

   NB: CERTIFIED COPIES SHOULD NOT BE THREE MONTHS OLDER

2. The Reference Number must be indicated in the column provided on the Z83, e.g. HRM 1/2020.

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

3. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications).

4. Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful.

5. Edendale Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution.

6. Applicants in possession of a foreign qualification must attach the evaluation Certificate from the South African Qualifications Authority (SAQA) to their applications.

7. Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male.

8. Please note that due to financial constraints no S&T payments will be considered for payment to candidates that are invited for interview.

8. ALL APPLICATIONS SHOULD BE FORWARDED TO:

CHIEF EXECUTIVE OFFICER OR HAND DELIVERED TO THE BOX BY THE MAIN GATE.
EDENDALE HOSPITAL BEHIND SECURITY OFFICE
PRIVATE BAG X 509 PLESSISLAER
3216
FOR THE ATTENTION OF: MR. T.C. MANYONI

N.B: NO REGISTERED MAIL AND FAXED APPLICATIONS WILL BE CONSIDERED

CLOSING DATE FOR APPLICATIONS: 10 JULY 2020

Original signed and dated by the Chief Executive Officer (copy available on request)
MRS. N.T. NXABA
CHIEF EXECUTIVE OFFICER
EDENDALE HOSPITAL

DATE: 24/06/2020
ADVERT

JOB TITTLE : MEDICAL OFFICER GRADE 1/2/3
ORTHOPAEDICS DEPARTMENT

NO OF POSTS : 01
INSTITUTION : EDENDALE HOSPITAL

REFERENCE NO. : MED39/2020

OTHER BENEFITS : 18% Inhospitable Area Allowance,
Committed Overtime, Medical Aid: Optional
(Employee must meet Prescribed Requirements)

REQUIREMENTS FOR THE POST
- Grade 12 Certificate,
- Appropriate qualification that allows registration with HPCSA as Independent Medical Practitioner
- Registration certificate with the Health Professions Council South Africa as Independent Medical Practitioner
- Current registration with the Health Professions Council South Africa as Independent Medical Practitioner (2020-2021)

EXPERIENCE REQUIRED:
- GRADE 1: R 821 205.00 – R 884 670.00 Package
  Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service

- GRADE 2: R 938 964.00 - R 1 026 693.00 Package
  Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 5 years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached.

- GRADE 3: R 1 089 693.00 – R 1 362 366.00 Package
  Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 10 years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED
- Good orthopedic and medical knowledge combined with sound clinical skills & judgement
- Good knowledge health care systems and medical ethics
- Knowledge of relevant acts, policies and regulations of the department of health
- Good decision making ,analytical and communication skills
- Good team building and problem solving
• Awareness of cross-cultural differences
• Concern for excellence in patient care
• Computer Literacy

**KEY PERFORMANCE AREAS**
• Provision of quality patient centered care for all patients within the orthopedic unit
• Assessment, investigation and management of patients in Clinics, Wards and ICU, including provision of orthopedic surgical management in theatre.
• Provision of after-hours service to care for emergencies presenting to the institution
• Actively participate in the outreach program of the department to referral centers.
• Training and supervision of undergraduate and/or post graduate medical students
• Participation in the activities and the unit and the metropolitan department, including case presentations, academic meetings and other departmental meetings
• Render applicable administrative functions, such as quality assurance, audits, and departmental statistics
• Attend meetings, workshops and training courses as directed by the Head of Department
• Perform duties as assigned by the Supervisor
• Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning

**ENQUIRIES:** Dr. C.J. Serfontein Contact: (033) 395-4669

**CLOSING DATE:** 10 JULY 2020