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HUMAN RESOURCE MANAGEMENT

Enquiries : Mrs. EP Mdlalose
Date : 2024/04/16

TO: ALL DEPARTMENTAL EMPLOYEES

ADVERTISED POST : NHI MEDICAL OFFICERS
NO. OF POSTS : 01
REF. NO. : EDumbe CHC
CLOSING DATE : 2024/04/22

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NO. ZUL/19/2023

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), 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.
(b) The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications).
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 Resident/ Work Permit holders must submit a 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.)

CLOSING DATE FOR APPLICATION IS: 22 April 2024

Original Signed

Dr. TH Ndlovu
CEO/Medical Manager
eDumbe CHC

POST : NHI MEDICAL OFFICERS
REFERENCE NO. : EDU/NHI/4/2024
SALARY PAYMENT RATE : R 639.00 per hour (ON CLAIM BASIS)
CLUSTER : NATIONAL HEALTH INSURANCE
MOTHER HOSPITAL : EDUMBE CHC

OTHER BENEFITS:

- KILOMETERS TRAVELLED WILL BE PAID, CAPPED AT 200 KILOMETERS PER DAY ON 2.0 ENGINE CAPACITIES OF THE VEHICLE

**RE-ADVERTISEMENT 11 MONTHS CONTRACT (START: 01ST MAY 2024 END: 31ST MARCH 2024)
 RENEWABLE BASED ON PERFORMANCE AND CONTINUITY OF THE PROJECT AND FUNDING**

CENTRE	NUMBER OF POST	REFERENCE NO.	APPLICATION METHODS
PHC's IN EDUMBE CHC	01	EDU/NHI/4/2024	Online: KZN e-Recruitment, online portal "STHESHA WAYA WAYA" https://www.eservices.gov.za/tonkana/home.xhtml And Hand Delivery: Edumbe Community Health Centre, Department of Health Edumbe , Human Resource Management

MINIMUM POST REQUIREMENTS:

- MBCHB Degree
- Current registration with HPCSA
- Unendorsed valid Driver's License

RECOMMENDATION:

- Prospective job holders to be available within the vicinity of Zululand Health District

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES REQUIRED:

Sound knowledge, experience and clinical skills in General Medicine, but especially in the following fields:

- Primary Health Care
- Antenatal and Postnatal care
- Child Health and IMCI
- HIV&AIDS and TB management
- Experience in MMC
- Communicable and Non-Communicable Diseases
- Emergency Care
- Good communication and leadership skills
- Knowledge and understanding of National Health Insurance, Batho Pele Principles and Medical Ethics
- A passion for teaching, mentoring, and coaching in the PHC field
- Fluency in local languages
- General Practitioner within the District or neighboring District
- A Diploma in HIV/AIDS Care or Family Medicine will be an advantage

KEY PERFORMANCE AREAS:

- The provision of promotive and preventive services as per Primary Health Care package of services. Taking into consideration the burden of diseases of the community being served by the facility
- Use of clinical algorithms as per APC 101 Clinical Guidelines for the management of chronic communicable diseases such as HIV, AIDS, and TB
- Management of minor ailments
- Managing the health of women and children including reproductive health services

- Provision of rehabilitative services, such as adherence to referral protocols to all relevant points of service delivery, including community based rehabilitation services, assessments and recommendations of disability grant applications
- Provision of consumable including spinal packs with disabilities information to patients, families and caregivers about rehabilitation services
- Deliver services as per service package
- Conduct clinical file audit and development of AIP's to improve clinical management of patients
- Give in-service training and support to nurses employed in the health facility
- Ensure compliance with the Essential Medicine List (EML)
- Respond to emergencies, attend to victims and perpetrators of crimes inter alia, sexual assault, rape, assault, drunken and negligent driving and any other Medico Legal Services required by the South African Police Services (SAPS)
- Complete documentation as required by SAPS in terms of the above mentioned Medico Legal matters including giving testimony in court
- Compliance with clinical governance requirements, such as appropriate record keeping and referral
- At the request of and cost of the Department, attend training, orientation/induction and meetings
- Conduct emergency trolley audit in line with ideal clinic realization
- Be prepared to drive to PHC Clinics
- The incumbent will be accountable to the Clinic Operational Manager, Medical Manager and District Office

NB: DOCTOR'S PERMANENTLY EMPLOYED BY THE KZN DEPARTMENT OF HEALTH WILL NOT BE CONSIDERED FOR THESE POSTS

ENQUIRIES: Dr. TH Ndlovu TELEPHONE: 034 995 8501

**ALL APPLICATIONS SHOULD BE SUBMITTED TO EDUMBE CHC
(HUMAN RESOURCE MANAGEMENT)**