TO: ALL HEADS OF DEPARTMENTS IN THE KZN PROVINCIAL ADMINISTRATION
VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Institution must ensure 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 (Z83), which is available from any Government Department OR the website- www.kznhealth.gov.za
   b) Certified copies of ID document, highest educational qualifications, registration certificates plus proof of current registration. (Not copies of certified copy)
   c) Curriculum Vitae and Identity Document
   d) Faxed applications will not be accepted
2. Reference number must be indicated in the column provided on the Z83 form e.g.
   EKO05/2020
NB: Failure to comply with the above instructions will result in disqualification of the Applicants
3. Please note that due to the large number of applications we envisage to receive; only shortlisted Applicants will be contacted. If you do not hear from us within 3 months after the closing date please accept that your application was unsuccessful.

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 and persons with disabilities should feel free to apply.

NB: Any appointment is subject to positive outcome from the following:
   i. Security Clearance
   ii. Credit Records
   iii. Qualifications
   iv. Citizenship and previous experience

All applications should be forwarded to: The Human Resource Manager
Ekcombe District Hospital
Private Bag X 203
KRANSKOP
3268.

CLOSING DATE FOR ALL APPLICATIONS: 2020/08/07

DRB BP ZUNGU
CEO/MEDICAL MANAGER
POST: Assistant Director: Systems
NUMBER OF POSTS: 01
INSTITUTION: Ekombe Hospital
REF NO: EKO 08/2020
SALARY: R 376 596.00 per annum
OTHER BENEFITS: 13th cheque, medical aid (optional) and housing allowance (employee must meet requirements)

MINIMUM REQUIREMENTS
> Senior certificate/Grade 12
> Degree or National Diploma in Administration/Public Administration or equivalent
> 3 - 5 years' supervisory experience in the systems field.

KNOWLEDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED
> Working knowledge of health policies and current public service and health related legislation
> Broad knowledge and understanding of systems components.
> Ability of strategic planning, execution, monitoring and evaluation
> Sound knowledge of Project management and Financial Management
> Ability to liaise with management
> Knowledge of EPMDS
> Computer literacy in word processing and spreadsheet packages
> High level of information presentation

KEY PERFORMANCE AREAS:
> Ensure effective co-ordination, management and quality of work of all the functional components of the systems department within the Hospital.
> Analyse alternatives for performing needed work including contracting out services and evaluate and recommends procedures / practices to improve operational efficiency.
> Ensure the effective, efficient and economical utilisation of resources allocated to the institution including the development of staff.
> Oversee the provisioning of all services provided by private companies to ensure compliance with service level agreement.
> Ensure that safety program requirements are adhered to by all staff.
> Participate in all relevant Hospital Committees representing systems component
> Timely submission of statistics, reports, returns and any other information from systems

Enquires: Dr BP Zungu
Telephone: 035 834 8000
Closing Date: 2020/08/07

NB: DUE TO FINANCIAL CONSTRAINTS NO S&T WILL BE PAID TO APPLICANTS