



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

HUMAN RESOURCE

Emmaus Hospital
Cathedral Peak road
Winterton
Tel: 036 4881570 Fax: 036 488 1156***** Email: goodlove.mbele@kznhealth.gov.za
www.kznhealth.gov.za

ALL HEADS OF INSTITUTIONS

20/07/2022

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work.

DIRECTIONS TO CANDIDATES:

- **The following documents must be submitted:**
- **The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do so may result in disqualification. .**
- **Detailed Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV.**
- **Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only.**
- **The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. EMS/ 01/2022.**

N.B Failure to comply with the above instruction will disqualify applicants

- 3. Please note due to large numbers of applications received, if you do not receive any correspondence after a month of closing date; please regard your application as unsuccessful**
- 4. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.**

**Applications to be forwarded to: The Human Resource Registry
Emmaus Hospital
Private Bag x 16
WINTERTON
3340**

**CLOSING DATE: 15 August 2022
ORIGINAL SIGNED BY (CEO)**

CHIEF EXECUTIVE OFFICER

DATE: _____



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

POST	: Medical Manager
CENTRE	: Emmaus Hospital
REFERENCE NO.	: EMS/01/2022
NUMBER POSTS	: 01
SALARY	: Grade 1 - R 1 191 510.00 – R1 322 391.00 per annum. : Grade 2 - R 1 362 363.00 – R1 557 699.00 per annum. (Excluding commuted overtime) This package inclusive of 70% basic salary and 30% Flexible portion that can be structured in terms of Applicable rules
OTHER BENEFITS	: 13TH Cheque, Medical Aid (Optional). 18% Rural Allowance

MINIMUM REQUIREMENTS:

- Senior Certificate
- MBCHB qualification, registration certificate plus registration with the HPCSA as a Medical Practitioner.
- A minimum of 4 years' experience practicing as a Medical Officer after registration with the HPCSA,

NB: Attached proof of previous and/ or current employment verified, signed and stamped by HR Department/employee



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

RECOMMENDATION

- Proof of experience 2years must be in management or supervision (appointments letters)

REQUIREMENTS IN KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES:

- Policy formulation skills.
- Knowledge of current health and public service legislation and policies.
- Sound clinical knowledge, experience in the respective disciplines.
- Excellent human relations, communication skills, leadership and team building skills.
- Ability to develop policies.
- Computer literacy.
- Sound management, negotiation/ planning, organizing decision making interpersonal, conflict management and problem solving skills.
- Sound knowledge and clinical skills in medical disciplines and management skills.
- Good team building and leadership skills.

KEY PERFORMANCE AREAS:

- To ensure co-ordination of various clinical and support services so that functions are performed within a multi-disciplinary approach to promote optimal patients care.
- To provide leadership to the medical / paramedical team and liaise with Senior Management Team on matters thereof
- Ensuring that a full Primary Health Care (PHC) Package is provided with emphasis on newly introduced programs.
- Management of financial resources and ensuring cost effective services delivery.
- Participate in Human Resource strategies in the institution and ensure that development, training and continued education of staff is achieved.



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

- To provide leadership in the development of maternal and Child Health Care, Oral and Dental services, Rehabilitative service, Pharmaceutical services as well as management of non-communicable diseases.
- Maintain optimal utilization of human resources and drive procurement of medical equipment.
- Performance management appraisals for all staff under the medical component.
- Ensure 24 hours 7 days a week medical coverage.
- Ensure establishment and functioning of the clinical and therapeutic committee.
- Participate in senior management and strategic activities as well as National Core Standards.
- Ensure medical coverage in all our fixed clinics.
- Conduct clinical audits and reviews, provide clinical governance and ensure hospital efficiency.
- Develop clinical protocol and policies for medical services and ensure that these are accordance with current regulations and guidelines.
- Promote effective communication and team approval within the entire medical component.
- Advise hospital management on all developments in the clinical component.
- Maintain discipline and deal with grievances and labour relations issues in terms of laid down policies and procedures in medical and allied Health sections.
- Formulate strategic plans in keeping with the requirements of the institution.
- Monitor and evaluate patient care delivery.
- Monitor and implement quality improvement plan.
- Perform clinical duties as the institution demands.
- Deputise the Chief Executive Officer.

**NB: NO SUBSISTANCE AND TRAVELLING ALLOWANCE WILL BE
PAID FOR INTERVIEW ATTENDANCE. ENQUIRES: MRS. M.A.N MZIZI
TEL: 036 488 1570 EXT: 8203**

GROWING KWAZULU-NATAL TOGETHER

GROWING KWAZULU-NATAL TOGRTHER