

**TO: ALL HEADS OF DEPARTMENT
IN THE KZN PROVINCIAL ADMINISTRATION**

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NO. EMSUMKH 01/2024

The content of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in Regional /District offices. Institutions must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal working places.

DIRECTIONS TO THE CANDIDATES

The following documents must be submitted: -

The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. No copies/qualifications/proof/letter, only Z83 and CV submitted on application

The reference number must be indicated in the column provided on the form Z.83 e.g. reference number EMSUMKH 01/2024 **NB:** Failure to comply with above instructions will disqualify applicants.

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

Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course.

If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

We welcome applications from persons with disAbilities 

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department). NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews

CLOSING DATE FOR APPLICATIONS: 03/05/204

POST : EMS Sub District Manager X2 (Grade 2-4)
CENTRE : uMkhanyakude
REFERENCE NO. : EMSUMKH 01/2024
NO.OF POST : 02
REMUNERATION : Grade2:R508 896 - R 549 165
: Grade3: R565 179 - R607 329
: Grade4: R625 089 - R662 229

Other benefits : 13th Cheque plus Medical aid (Optional) and housing allowance: Employee
Must meet prescribed requirements.

REQUIREMENTS FOR THE POST:

Grade 2: Grade12 or Equivalent qualification plus Emergency Care Technician Qualification, plus registration with HPCSA as an ECT, A minimum of 3 years' experience after registration as an ECT, plus proof of current registration with HPCSA (Card/Portal Printout). Valid Driver's License C1 (code10) with valid PrDP (GP).

Grade 3 Grade12 or Equivalent qualification Critical Care Assistant (CCA) or National Diploma in Emergency Medical Care, registration with HPCSA a Paramedic, plus minimum of 3 years' experience after registration as a Paramedic, proof of Current registration with HPCSA (Card/Portal Printout). Valid Driver's License C1 (code10) with valid PrDP (GP).

Grade 4 Grade12 or Equivalent qualification B Tech Degree in Emergency Medical Care, Proof of registration with HPCSA as an ECP, A minimum of 3 years' experience after registration as an ECP, plus proof of registration with HPCSA (Card/Portal Printout). Valid Driver's License C1 (code10) with valid PrDP (GP).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

The incumbent of this post will report to EMS District Manager and will be responsible to render Emergency Medical Services in the Sub District. The Ideal candidate must possess the Knowledge of:
Knowledge of Advanced Life support. Health related acts, General relevant Public Service legislations. Management. Management Principles. Emergency Medical Rescue Services Operating Procedures. Labour Relations Acts. EMS current trends. HPCSA Protocols. Presentation Skills, Leadership Strategic Planning, Good verbal and written skills. Financial Management. Problem Solving. Human Relations. Conflict Resolution. Computer literacy in MS Office package.
Rules and regulations of Road Traffic ordinance, EMS Standards and procedures

KEY PERFORMANCE AREAS

Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources.
Promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees.
Ensure continuous development and training of personnel and implement monitoring and evaluation of performance.
Oversee clinical governance at EMS Sub District to ensure high standards of patient care establish community networks and report to the EMS District Manager.
Monitor and evaluate the effective and efficient utilization of EMS vehicles allocated to the sub district to ensure that vehicles are used economically.
Co-ordinate disaster management plan and practice.
Liaise with supervisor on operational matters, Management of the support services infrastructure
Operational decision making.
Respond to cases as dispatched by the communication Centre.
Accountable for the effective scene co-ordination and disaster management
Ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management.
Monitor overtime usage, Draft Procurement plan for Sub District, Develop and implement a fraud prevention plan, Budgeting, Control and Reporting of expenditure at sub district level.
Co-ordinate sub district equipment and stock, Ensure that there is adequate stock and equipment at all times at the Bases, Conduct stocktaking on a monthly basis.

ENQUIRIES : MRS TP Buthelezi
CONTACT NO. : 035-573 9200

CLOSING DATE : 03/05/2024 16:00PM

Applications to be forwarded to: EMS DISTRICT MANAGER:
UMkhanyakude EMS District Office
P/ Bag X570, Mkuze 3965
OR hand deliver at: uMkhanyakude Health District Office behind KFC