



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Private Bag X 9051, Pietermaritzburg, 3200
330 Langalibalele Street, Pietermaritzburg
Tel: 033-395 2383 Fax: 033-3426916
www.kznhealth.gov.za

DIRECTORATE:
Human Resource Management Services
Recruitment and Selection

Reference : HRM 7/1/2
Enquiries : Miss L Mthlane
Telephone : (033) 395 2383

14 February 2024

TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No. G06/2024

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:-

- The following documents must be submitted: -
 - Application for Employment Form (Form Z.83), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
 - Comprehensive CV (with detailed experience).
 - Copies of Qualification, Registration Certificate with HPCSA and drivers licence must not be submitted when applying for employment.
- The Reference Number must be indicated in the column provided on the form Z.83.
- Persons with disabilities should feel free to apply for the post.**

- NB:**
- Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will **NOT** be accepted.
 - The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**
- 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.
 - Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications.

CLOSING DATE FOR APPLICATIONS IS:

15 MARCH 2024

HEAD OF DEPARTMENT: HEALTH
KWAZULU-NATAL

DATE

DEPARTMENT OF HEALTH: KWAZULU-NATAL

(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).

NOTE:

Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. **The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).** Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. **Applicants:** Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CHIEF EXECUTIVE OFFICER: LEVEL 12: CHRIST THE KING HOSPITAL REFERENCE NO. G34 /2024

Cluster: Hospital Management Services

Salary Package: R958 824 per annum. An all Inclusive MMs Salary Package.

REQUIREMENTS FOR THE ABOVE POST:- •Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; **PLUS** •A degree/diploma in health management **OR** degree/advanced in a management field. **PLUS** •At least 5 (five) years management experience in the health sector. •Experience as a health service manager or significant experience in management in a health service environment. •Unendorsed valid Code B driver's licence (Code 08).

NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:- Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. **Core Competencies:-** Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. **Progress Competencies:-** Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

KEY PERFORMANCE AREAS:- • To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective and efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.

Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives.

Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital.

Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment.

Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance.

Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services.

Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patients care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes. As a CEO your responsibility include catchment population, being responsible for Primary health care services and other health care services within the catchment population including fixed and mobile clinics, field workers and outreach teams.

ENQUIRIES: Mr J Mndebele Telephone : 033-395 3274

ALL APPLICATIONS SHOULD BE FORWARDED TO: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 **OR** Hand delivered to: 330 Langalibalele Street Natalia Building, **REGISTRY**, Minus 1:1 North Tower

(Attention: Miss L Mthlane)

CHIEF EXECUTIVE OFFICER: LEVEL 12: RICHMOND HOSPITAL
REFERENCE NO. G35 /2024
Cluster: Hospital Management Services
Salary Package: R958 824 per annum. An all Inclusive MMs Salary Package.

REQUIREMENTS FOR THE ABOVE POST:- •Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; **PLUS** •A degree/diploma in health management **OR** degree/advanced in a management field. **PLUS** •At least 5 (five) years management experience in the health sector. •Experience as a health service manager or significant experience in management in a health service environment. •Unendorsed valid Code B driver's licence (Code 08).

NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:- Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. **Core Competencies:-** Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. **Progress Competencies:-** Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

KEY PERFORMANCE AREAS:- • To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. **Strategic Planning:** Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. **Financial Management:** Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. **Facility Management:** Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. **Human Resource Management:** Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. **Procurement and Management of Equipment and Supplies:** Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. **Clinical and Corporate Governance:** Oversee clinical governance to ensure high standards of patients care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes. As a CEO your responsibility include catchment population, being responsible for Primary health care services and other health care services within the catchment population including fixed and mobile clinics, field workers and outreach teams.

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