NB: THE CLOSING DATE HAS BEEN EXTENDED FROM 17 APRIL TO 17 JULY 2020

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

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No.G14/2020

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: 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 APPLICATIONS IS 17 JULY 2020

HEAD: DEPARTMENT OF HEALTH
KWAZULU-NATAL
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Circular Minute Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). 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. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications.

POST: DEPUTY PRINCIPAL (EMS) TRAINING COLLEGE: REFERENCE: G21/2020

CLUSTER: Emergency Medical Services

CENTRE: EMS College: Durban / Pietermaritzburg

REQUIREMENTS FOR THE POSTS:-
- Critical Care Assistant (CCA) or National Diploma or Degree in Emergency Medical Care and Rescue.
- A minimum of three (3) years’ experience as an operational paramedic.
- At least three (3) years of teaching experience at an approved equivalent qualification in Emergency Medical Care/ Ambulance Emergency Technology.
- Must be registered as Paramedic/Emergency Care Practitioner with the HPCSA for a minimum period of 3 years.
- A minimum of 2 years’ experience as a course coordinator.
- A minimum of 2 years in training and management experience is mandatory.
- Valid Code 10 driver’s licence with PRDP.

RECOMMENDATIONS:-
- Qualification as Assessor, Facilitator, mentor and/or moderator is advantageous.

SALARY: Grade 2: R536 109.00 per annum
CCA qualification or National Diploma and registration with HPCSA as a Paramedic plus 3 years experience after registration as a Paramedic.

Grade 3: R833 529.00 per annum
B tech Degree and registration with HPCSA as a ECP plus 3 years experience after registration as a ECP.

Other Benefits: 13th cheque; Medical Aid (Optional);
KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:- The incumbent of this post will report to the Director: EMS, and will be responsible to manage the EMS College to satisfy the demand for competent and compassionate EMS practitioners for the delivery of emergency services. The ideal candidate must:

- Possess in-depth knowledge and understanding of the emergency medical education environment and the linkage thereof to the requirements of the sector.
- Have expert knowledge of the legislative and policy framework informing the area of operation.
- Have the ability to capture in writing the essence of findings in concise, clear language and present these findings to relevant stakeholders.
- Have the ability to prioritise issues and other work related matters and to comply with time frames set.
- Be computer literate with proficiency in MS Office Software Applications.

KEY PERFORMANCE AREAS:-

- Manage the development and application of Emergency Medical Care (EMC) education programmes.
- Manage Training and Development environment.
- Develop policy, norms and standards within the National Legislative and Policy framework to regulate the provision of EMS education programmes.
- Effectively apply legislation and Policy framework governing EMS Education and training e.g SAQA Act, Skills Development Act, Employment Equity Act, Further Education Act and other key legislation.
- Responsible for the maintenance of high standards training as per the HPCSA and HEQC regulations.
- Oversee work integrated/experiential learning.
- Responsible for internal moderation of all courses including course material and examinations.
- Revise and update all protocols and Standard Operating Procedures of the College.
- Responsible for tender Specifications on EMS training related items when necessary.
- Adjudication of tenders in conjunction with established committees.
- Perform any other duties as may be required by the Chief Director: Emergency Medical Services.

POST : COURSE CO-ORDINATOR (2 POSTS) REFERENCE: G22/2020

CLUSTER : Emergency Medical Rescue Services

CENTRE : KZN EMS College

REQUIREMENTS FOR THE POSTS:-

- Critical Care Assistant (CCA) or National Diploma or Degree in Emergency Medical Care and Rescue.
- One year operational experience within a pre-hospital care/Emergency Medical services field.
- Oat least 2 year of teaching experience at a College of Emergency Care or tertiary institution.
- Current registration with HPCSA.
- Valid Code 10 driver's licence with PRDP.

RECOMMENDATIONS:-

- Qualification as Assessor, Facilitator, mentor and/or moderator is advantageous.
- A minimum of two (2) years in a training environment at an accredited training institution.

SALARY : Grade 3: R455 109.00 per annum

The appointment to grade 3 requires CCA or National Diploma qualification, registration with HPCSA as a Paramedic plus three years after registration as a Paramedic.

Grade 4: R505 113.00 per annum

The appointment to grade 4 requires B Tech Degree qualification, registration with HPCSA as an ECP plus 3 years experience after registration as an ECP.

Other Benefits:

- 13th cheque;
- Medical Aid (Optional);
- Housing Allowance: (Employee must meet prescribed requirements
- 10% lecturing allowance
KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-
The incumbents of these post will report to the Deputy Principal – College of Emergency Care, and will be responsible to manage the relevant department of the KZN EMS College of Emergency Care. The incumbent’s duty is to achieve the College’s goal of producing as many as competent, qualified emergency medical workers as possible. The incumbent is responsible for managing the daily activities of the department, and as such the ideal candidate must possess knowledge and skills of the following:-
- Advanced life support, teaching, training and development, health related Acts, relevant public service legislation, management principles, emergency medical rescue operating procedures.
- Presentation skills, leadership, strategic planning, good verbal and written skills, financial management, problem solving, human relations, conflict resolution.
- Computer literacy in MS Office package.
- Knowledge of the: Provincial Health Act 2000, disaster management bill, public service legislation and guidelines including the Public Financial Management Act of 1999 and financial procedures, human resources management, project management, presentation, planning and organisational and good communication skills.

KEY PERFORMANCE AREAS:-
- Coordinate all training rosters for the relevant programme.
- Monitor training and education provided by lectures in order that quality standards are met.
- Oversee, coordinate and participate in teaching and examinations.
- Ensure all equipment and learning aids are aligned with HPCSA Regulations and sound educational practices through planning and development of learning support material.
- Ensure that all aspects of the course are aligned with the HPCSA Regulations.
- Coordination of all theoretical and practical components of the course.
- Management of the quality assurance of all aspects of the course.
- Liaison and communication with various stake holders of the College, including HPCSA and Local Government and Coordination of experiential learning phase of the course.
- Work with learners on road shifts and inspect/oversee learners on hospital and road practical phase.
- Manage formative and summative assessment of learners efficiently and effectively.
- Provide reports to the Deputy Principal/ Principal when required.
- Must be able to participate in research at the College.
- Management of all College staff involved on the relevant course
- Responsible for performance management and development of subordinates

POST : EMRS LECTURER (PARAMEDIC) 6 POSTS: REFERENCE: G23/2020
CLUSTER : Emergency Medical Rescue Services
CENTRE : EMS College

REQUIREMENTS FOR THE POSTS:-
- Critical Care Assistant (CCA) or National Diploma or Degree in Emergency Medical Care and Rescue.
- Current registration with HPCSA as above
- Valid Code 10 driver's licence with PRDP.

RECOMMENDATIONS:-
- Qualification as Assessor, Facilitator, mentor and/or moderator is advantageous.
SALARY

 Grade 1: R254 382.00 per annum
 CCA qualification and registration with HPCSA as a Paramedic (CCA)

 Grade 2: R318 944.00 per annum
 CCA qualification and registration with HPCSA as a Paramedic plus 7 years experience after registration as a Paramedic, OR National Diploma Qualification and registration with HPCSA as a Paramedic

 Grade 3: R392 151.00 per annum
 CCA qualification and registration with HPCSA as a Paramedic plus 14 years experience after registration as a Paramedic, OR National Diploma qualification and registration with HPCSA as a Paramedic plus 7 years experience after registration as a Paramedic, OR B Tech degree qualification and registration with HPCSA as an ECP.

 Grade 4: R461 940.00 per annum
 CCA qualification and registration with HPCSA as a Paramedic plus 24 years experience after registration as a Paramedic, OR National Diploma qualification and registration with HPCSA as a Paramedic plus 17 years experience after registration as a Paramedic, OR B Tech degree qualification plus 10 years experience after registration as a ECP.

Other Benefits:
- 13th cheque;
- Medical Aid (Optional);
- Housing Allowance: (Employee must meet prescribed requirements
- 10% lecturing allowance

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

The incumbents of these post will report to the Course Coordinator – College of Emergency Care, and will be responsible to manage, co-ordinate and facilitate training at KZN Health Districts in order to improve the knowledge and skills of the EMRS clinical staff so that they may provide quality health care to all patients and be capacitated for career progression, and as such the ideal candidates must possess knowledge and skills of the following:-
- Advanced life support, teaching, training and development, health related Acts, relevant public service legislation, management principles, emergency medical rescue operating procedures.
- Presentation skills, leadership, strategic planning, good verbal and written skills, financial management, problem solving, human relations, conflict resolution.
- Computer literacy in MS Office package.
- Knowledge of the: Provincial Health Act 2000, disaster management bill, public service legislation and guidelines including the Public Financial Management Act of 1999 and financial procedures, human resources management, project management, presentation, planning and organisational and good communication skills.

KEY PERFORMANCE AREAS:-
- Prepare, present and facilitate lectures and demonstrations to staff at district level and at College of Emergency Care in accordance with rosters set.
- Participate in examinations and pre-course assessments.
- Undertake supervised experiential training with students as part of in service training pre and post course.
- Participate in research and development to enhance training and implement best practices.
- Organise and conduct field trips for practicals.
- Participate in administration associated with student records for District Training.
- Liaise with College of Emergency Care and District management on issues related to District Training.
- Provide reports to the College of Emergency Care when required.
POST : LIBRARY ASSISTANT: LEVEL 5
Cluster : EMERGENCY MEDICAL RESCUE SERVICES
Centre : HEAD OFFICE: PIETERMARITZBURG
Reference : G24/2020
Salary : R173 703.00 per annum

Other Benefits:
- 13th cheque;
- Medical Aid (Optional);
- Housing Allowance: Employee must meet prescribed requirements

Requirements for the above post:
- Grade 12 Certificate.

Knowledge, skills, training and competence required:
The incumbent of this post will report to the Principal: College of Emergency Care, and will be responsible to maintain and control the library material allocated to the KZN EMRS College of Emergency Care as well as to facilitate research for students and staff through appropriate use of information management systems, and as such the ideal candidate must:
- Possess strong interpersonal communication skills.
- Have library management and organisational skills.
- Possess knowledge of information management systems, administrative and financial procedures.
- Have high levels of accuracy.
- Possess knowledge of Departmental reporting procedures.
- Have the ability to communicate effectively with the staff and students from range of background.
- Be computer literacy with a proficiency in MS Office Software Applications.

Key performance areas:
- Maintain library collection and environment, including all IT resources.
- Assist in the administration of the COEC library in terms of orders for library material and stock control.
- Maintain records and registers for the library.
- Ensure the circulation control of books and journals i.e. issues, returns, renewals and reservations.
- Provide assistance to students and staff with basic information queries i.e. explains library policies & procedures (at the desk and telephonically), and provide assistance in the use of library equipment.
- Ensure that books and journals are correctly filed by doing shelf reading and perform stock taking of library material.
- Perform general administrative functions i.e. processing and sending overdue notices, photocopying, collecting journals, interlibrary loans and literature searches.

Enquiries: MS B N Zungu : 033-940 2427
Applications: 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, Room 101, 5th Floor, South Tower

For Attention: Mrs B C Shelembe
Closing Date: 17 July 2020