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

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No.G15/2020

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: (a) Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted.

   (b) 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).

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.

18 March 2020

DIRECTORATE:
Human Resource Management Services
Recruitment and Selection

Reference : HRM 7/1/2
Enquiries : Mr NC Mbatha
Telephone : (033) 395 2299
4. 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 Residents/Work Permit holders must submit 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 03 APRIL 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 Reference 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. Faxed and e-mailed applications will NOT be accepted.

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). 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 Residents/ Work Permit holders must submit documentary proof together with their applications.

POST : DEPUTY DIRECTOR: FACILITIES MANAGEMENT: LEVEL 11:

CENTRE : Dr Pixely ka Isaka Seme Memorial Hospital

SALARY : An all Inclusive MMS Salary Package of Salary Level 11: R733 257.00 per annum

APPOINTMENT REQUIREMENT:- • An appropriate 3 year National Diploma / Bachelor’s Degree in Administration / Management or equivalent PLUS • At least 3 year’s appropriate managerial experience in the Hospital Services. PLUS • 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 COMPETENCIES REQUIRED:-
The incumbent of this post will report to the Chief Executive Officer: under Infrastructure Development and Maintenance and will be responsible to ensure that maintenance that includes the building, premises and any equipment located on the property are properly maintained an kept in good working order and responsible for cleanliness of the property, making sure that any vending or catering that takes place on premises meets code requirements, and managing the space in the building so that is used efficiently.

Financial Management: be responsible to manage operational costs. Facility Manager has to create a budget for all activities in the unit and work throughout the year to keep costs within the budget for all activities in the unit and work throughout the year to keep costs within the budgeted amounts, making
adjustments on an emergency basis and ensures that the business is budgeting effectively and that expenditure works toward creating a more efficient work environment.

Operations Management: A Facility Manager is deeply involved in the everyday management of maintenance employees into teams to meet the goals of the business and also may work to develop and implement employee schedules and deal with any minor problems that arise between employees. The facility manager is also responsible for complying with safety requirement for the building including employee training, facility inspections and security of the premises.

Contract Management: Facility Managers are in charge for negotiating contracts with clients and vendors who work on the property of organization. These contracts can range from advertising to lawn care and catering and before agreeing to contract services from a vendor, the Facility Manager obtains bids for the service from different providers to make sure that facility is receiving the maximum benefit for the money that is being spent. Once a price is agreed upon, FM is responsible for drafting and reviewing any necessary contracts as well as preparing documentation or presentations on the work being done for company owners, once work has commenced, FM ensures that the work is completed on time and according to the contracted agreement.

The ideal must possess:-
• Knowledge and experience in General administration;
• Patient Administration and Information Systems;
• Knowledge of relevant acts and regulations;
• Sound Management, negotiation, inter-personal, decision making and problem solving skills;
• Good verbal, written, communication and leadership skills;
• Computer literacy in MS Word and Excel;
• Working knowledge of Basic Accounting System (BAS);
• Understanding of Information Technology and IT Systems. • Ability to handle sensitive financial planning and analysis.

KEY PERFORMANCE AREAS:
Space Management, Infrastructure Development and Maintenance: Develop and Implement a facility management program including preventative maintenance and life-cycle requirements. Planning, best allocation and utilization of space and resources for new buildings; re-organising current premises including co-ordination of intra-office moves. Project management; Supervising and Co-ordinating work of contractors. Preparing tender documents for Contractors. Investigating the availability and suitability of options for new premises. Managing and leading change to ensure minimum disruption to core activities. Ensuring the building meets health and safety requirements and that facilities comply with legislation. Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies. Conduct and document regular facilities inspections. Oversee facility refurbishment and renovation.

Financial Management: Calculating and comparing costs for required goods or services to achieve maximum value for money. Prepare and track facility budget. Monitor expenses and payments. Develop and implement cost reduction initiatives.

Operational Management: Directing, coordinating and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling. Mapping business processes. Development of operational policies and procedures.

Contract Management: Using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement. Responding appropriately to emergencies or urgent issues as they arise and dealing with the consequences.

Quality Management, Monitoring and Evaluation: Conduct performance audits, identify operational challenges and develop quality improvement projects to address operational challenges.
ENQUIRIES : MS RT NGCOBO : 033 940 2499.

NOTE:
Faxed and e-mailed applications will NOT be accepted.

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, Minus 1:1 North Tower

FOR ATTENTION : Mr N C Mbatha