



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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www.kznhealth.gov.za

DIRECTORATE:
Human Resource Management Services
Recruitment and Selection

Reference : HRM 7/1/2
Enquiries : Miss N Mnyandu
Telephone : (033) 395 2021

09 December 2021

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

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No.G 66/2021

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) New 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, **drivers license** - 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.

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 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 07 JANUARY 2022

**HEAD: DEPARTMENT OF HEALTH
KWAZULU-NATAL**

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 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 License (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 : **MANAGER: MEDICAL SERVICES (NON CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER: REFERENCE NO.G140/2021**

CLUSTER : District health Services

CENTRE : Pomeroy Community Health Centre

SALARY : An all Inclusive Salary Package of Salary R119 1510. 00 per annum

REQUIREMENTS FOR THE POST:- • Matric Certificate (Grade 12), MBCHB qualification; **PLUS** •Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner **PLUS** •A minimum of five (5) years in a Health Institution or Primary Health Care environment •Unendorsed valid Code B driving license (Code 08).

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

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED: - *The incumbent of this post will report to the District Manager, and will responsible to manage the provision of district level one health service. The ideal candidates must:*

- Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies.
- Possess knowledge of procurement, human resource management, work methods and procedures.
- Have strategic capability and leadership, programme and project management, financial management, change management people management and empowerment.
- Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

KEY PERFORMANCE AREAS:-

- Manage the day - to- day functioning of the Community Health Centre to ensure effectiveness and efficiency.
- Implement financial planning, monitoring and control of expenditure.
- Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices.
- Develop and implement clinical practices planning for the Community Health Centre.
- Manage the provision of clinical services within the Community Health Centre and its Clinics.
- Provide effective leadership to motivate staff and promote team work.
- Ensure effective human resource management in line with department of health guidelines and prescripts.
- Ensure Sound Labour Relations Practices within the Community Health Centre and its clinics.
- Ensure effective stakeholder management internal and external (stakeholders)
- Ensure effective implementation of quality health standards including ideal clinic realization and maintenance.
- Oversee provision of quality and safe patient care at clinics and Community Health Centre.
- Ensure effective systems management in support of clinical services i.e (Laundry, transport, maintenance, Grounds, Security, Cleaning and Switchboard).
- Drive clinical governance at the CHC and the catchment facilities
- Ensure compliance with Auditor General. Facilitate the process of clean audit with the CHC and the catchment facilities.
- Drive the community based programs
- Innovate on strategies that will improve health outcomes within the catchment of Pomeroy and Msinga Municipality.

ENQUIRIES : **MRS PC MBATHA** : **034 2999 116**

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 : **MISS N MNYANDU** : **033 395 2021**