



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Private Bag X 9051, Pietermaritzburg, 3200
330 Langalibalele Street, Pietermaritzburg, 3201
Tel: 033-395 2694 Fax: 033-3426916

DIRECTORATE:
Human Resource Management Services
Recruitment and Selection

Reference : HRM 7/1/2
Enquiries : Mrs BC Shelembe
Telephone : (033) 395 2694

13 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. G68/2021

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) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za.
 - (b) Certified copies of identity document, driver's license, highest educational qualifications and professional registration certificates – not copies of certified copies.
 - (c) Curriculum Vitae.
 2. The Reference Number must be indicated in the column provided on the form Z.83.
- NB:
- (a) Failure to comply with the above instructions, faxed and e-mailed applications will disqualify applicants.
 - (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).**
3. The inclusive remuneration packages indicated on all the enclosed advertised posts consist of basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of the applicable rules.

4. Further, it will be required from the respective successful candidates to enter into an employment contract and a Performance Agreement.
5. Persons with disabilities should feel free to apply for any of the posts.
6. 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.

(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 OF DEPARTMENT: HEALTH
KWAZULU-NATAL**

QUANTITY SURVEYOR

**CLUSTER: (PROGRAMME DELIVERY): REFERENCE NO.G142/2021
INFRASTRUCTURE DEVELOPMENT: DURBAN MAINTENANCE HUB**

Salary Package: R628,014.00 per annum

REQUIREMENTS FOR THE ABOVE POST: - • University Degree in Quantity Surveying OR Equivalent. • Compulsory registration with SACQSP as a professional Quantity Surveyor. • Three year's Quantity Surveying post qualification experience required. • Unendorsed valid Code B driver's license (Code 08). • Computer literacy with proficiency in MS Office Software applications.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:- •The incumbent will be responsible to provide the quantity surveying inputs and guidance for the development of Infrastructure Strategies, policies, systems, functional /technical norms and standards, plans for Health in line with the Provincial Infrastructure Delivery Framework for the planning and construction of Health Department Projects. The ideal candidate must have:-. • Ability to understand the Health service delivery platform, indicators & service plan and how that links with Infrastructure. • Ability to undertake a risk analysis and undertake a risk mitigation strategy. • Ability to interpret existing and develop new Functional and Technical Norms and Standards. • Ability to identify the required information fields and documents for use by Health. • Ability to prepare reports, submissions and presentations. • Have the ability to meet strict project deadlines- preparation of documentation, report writing, chairing and minute taking of site meeting. • Ability to understand how to apply the IDMS and IDM Toolkit. • Ability to understand how to identify the required information fields and documents for use by Health.

KEY PERFORMANCE AREAS:- • Customise quantity surveying and cost norms/standards for all health facilities. • Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. • Contribute to project brief documents, costing models and operational narratives. • Make inputs to the User Asset Management, Project lists and Budgets, Undertake research

CANDIDATE QUANTITY SURVEYOR

**CLUSTER: (PROGRAMME DELIVERY): REFERENCE NO.G143/2021
INFRASTRUCTURE DEVELOPMENT: DURBAN MAINTENANCE HUB**

Salary Package: R543,597.00 per annum

REQUIREMENTS FOR THE ABOVE POST: - • University Degree in Quantity Surveying OR Equivalent • Registration with the South African Council for Quantity Surveyors (SACQSP) as a Candidate Quantity Surveyor. • Unendorsed valid Code B driver's license (Code 08). • Computer literacy with proficiency in MS Office and Win QS Software applications.

Key Responsibilities:- • Contribute in the review of the End of Year report, Contribute in the formulation and review the User Asset Management, Project lists, budgets and milestones. • Contribute in the formulation and review of the Infrastructure Programme Management Plan and construction

procurement strategies. • Contribute in the formulation, review and acceptance of the Infrastructure Programme Implementation Plan. • Assist in the preparation of Package/Individual Business cases, Clinical- & Project Briefs and Master Plans. • Assist in the customising of quantity surveying and cost norms/standards for all health facilities. • Assist in the determination of quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. • Assist in the monitoring of the implementation of Programmes/Projects. • Assist in the management of the interface between the end user/community structures and Implementing Agents[s]. • Assist in the management of people and projects. • Contribute to the development and review of policies, specifications, plans, procedures and criteria for all infrastructure projects and programmes. • Update reports and data systems as required • Undertake research.

ENQUIRIES: MR. R. POTSANE: 033- 940 2559

CLOSING DATE: 07 JANUARY 2022

ALL APPLICATIONS SHOULD BE FORWARDED TO: 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: Mrs B C Shelembe)