



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

201 Townbush Road, Northern Park, Pietermaritzburg, 3201
Private Bag X9001, Pietermaritzburg, 3200
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www.kznhealth.gov.za

GREY'S HOSPITAL

Human Resource Management Services

VACANCY

JOB TITLE : **Invigilator – Examinations ((KZNCN) X 2 posts**
COMPONENT : Greys Campus
FACILITY : Greys Campus I: Pietermaritzburg
REFERENCE NO : GS 7/24
SALARY NOTCH : **R200 per hour**

MINIMUM REQUIREMENTS:

- Grade 12 - Senior Certificate
- Applicants are invited from person/s who have exited the workplace and are not older than 70 years of age
- Retired Professional Nursing Personnel/Nurse Educator/General Teaching Experience

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES

- Bill of rights
- Report writing and time management
- Understanding of examination processes
- Effective oral and written communication
- Accuracy and attention to detail
- Ability to relate to academic staff and students
- Good decision making skills

KEY PERFORMANCE AREAS:

- Ensure that examination venue is appropriately prepared
- Manage invigilation according to KZNCN policy
- Inform the candidates regarding rules of examination as per KZNCN policy
- Invigilate examination/s and attend to queries that may arise
- Deal with irregularities as per KZNCN policies
- Escort and supervise candidates outside the examination venue
- Hand over sealed documents to the Campus Principal for safekeeping

ENQUIRIES: **Mrs. B.E Shezi- Grey's Campus Principal**
Tel: 033- 8973508

The following must be noted and adhered to seeing that failure to do so will result in disqualification:

1. **Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. Additionally:**

- 1.1 The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za.
- 1.2 Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020 - 81/971431 effective 01 January 2021) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification.
- 1.3 Applicants are required to complete and sign Z83, and also submit a detailed curriculum vitae (CV).
- 1.4 All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form.
- 1.5 Applicants are required to reflect information even if the same information is provided on the detailed CV.
2. **Applicants are free to apply for this post via the KZN Provincial e-Recruitment System or send their applications via the post/mail or hand deliver their applications at Grey's Hospital Human Resource Management Office.**
3. The Reference number must be indicated in the column provided on the form Z83, e.g. Reference Number GS 5/24.
4. Please note that communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful.
5. 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).
6. It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.

THIS DEPARTMENT IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER, WHOSE AIM IS TO PROMOTE REPRESENTIVITY IN ALL LEVELS OF ALL OCCUPATIONAL CLASSES OF THE DEPARTMENT.

APPLICATIONS MUST BE FORWARDED TO:
Human Resources Department
Greys Hospital
Private Bag X 9001
Pietermaritzburg
3200
(Attention: Mrs M. Chandulal)

CLOSING DATE: 19TH JANUARY 2024

MR JM KHUMALO
DEPUTY DIRECTOR: HRM:
GREYS HOSPITAL

DATE

APPROVED/ NOT APPROVED

Dr NMT GUMEDE
ACTING CHIEF EXECUTIVE OFFICER:
GREYS HOSPITAL

DATE