VACANCY

JOB TITLE : ASSISTANT DIRECTOR: RADIOGRAPHY -GR 1
COMPONENT : RADIOLOGY DEPARTMENT
INSTITUTION : GREY’S HOSPITAL
CENTRE : PIETERMARITZBURG
REF NO : GS 25/20
SALARY NOTCH : GRADE 1 – R517 326.00 PER ANNUM

MINIMUM REQUIREMENTS:
- National Diploma/Degree in Radiography (Diagnostic)
- Certified copy of original registration with the Health Professions Council of South Africa as a radiographer (Diagnostic) Independent practice/Private practice
- Certified copy of current registration (2020/2021) with the Health Professions Council of South Africa as a Radiographer (Diagnostic) Independent Practice/Private practice

Eight years' experience in diagnostic radiography after registration with the HPCSA of which five years must be appropriate experience in a supervisory/managerial capacity (i.e. carry management responsibility for a unit or department)

Certificates of service OR official letters from previous/current employers to be attached as proof of experience.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED
- Comprehensive knowledge of CR specialized and general radiography procedures.
- Comprehensive knowledge of Tertiary level CT / MRI protocols and imaging procedures.
- Sound understanding of Radiography equipment including CR and specialized modalities.
- Sound understanding of PAC/RIS applications, relevant Information Technology and medical imaging workflow.
- Ability to perform basic trouble-shooting on radiography equipment and PACS/RIS systems.
- Sound knowledge of Radiation Protection, Health and Safety legislation, Infection Control, and DOH policies and regulations.
- Good interpersonal skills, good verbal and written communication skills and good problem solving skills.
- Computer literacy

KEY PERFORMANCE AREAS
- Plan and implement departmental management functions including duty allocations, after-hours rosters, supervision of staff (radiography, administrative and general staff), leave management, PMDS, disciplinary procedures, ordering of consumables, equipment maintenance, control of assets and consumables and Quality Assurance procedures
- Supervise, support, monitor and guide all staff within the department and allocated sub-department.
- Manage and coordinate Radiographic services, and ensure high quality services at departmental and sub-departmental level.
- Provide training to Community service radiographers and radiography students in specialized units and general radiography.
- Ensure compliance with standards, legislation and regulations e.g. Radiation Control legislation, Quality Assurance programs, National Core standards, Ideal Hospital Realization and Maintenance Framework.
- Participate in development of departmental and institutional radiographic policies and protocols, and monitor compliance
- Ensure effective utilization and maintenance of equipment, supplies and other resources.
- Encourage a multi-disciplinary approach by fostering close working relationships with other departments.

ENQUIRIES: MS D WOOD: TELEPHONE NUMBER : 033-897 3208

Fighting Disease, Fighting Poverty, Giving Hope
DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
   (a) Application for employment form (Form Z83), which is obtainable from any Government Department OR from the website – www.Kznhealth.gov.za
   (b) Certified copies of matric certificate/highest educational qualifications and professional registration certificates – not copies of copies.
   (C) Curriculum Vitae and Certified ID Copy
2. The Reference number must be indicated in the column provided on the form Z83 eg. Reference number GS 25/20
3. NB: Failure to comply with the above instructions will disqualify applicants
4. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).
6. African Males are encouraged to apply.

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

APPLICATIONS MUST BE FORWARDED TO:
Human resources Department
Greys Hospital
Private Bag X 9001
Pietermaritzburg
3200
(ATTENTION: Mrs M Chadulal)

CLOSING DATE: 14th APRIL 2020

Original signed by hr manager
HUMAN RESOURCE MANAGER

original signed by ceo
CHIEF EXECUTIVE OFFICER