TO: ALL DEPARTMENTAL EMPLOYEES

Vacancies in the Department of Health, Harry Gwala Health District. Paramedic: Reference Number: HGHD 04/2020

The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work

DIRECTIONS TO CANDIDATES:
1. The following documents must be submitted: Application for Employment Form (Z83), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za

Certified copies of the following documents - not copies of copies
- Z83 - completed and signed
- Identity Document
- Relevant Educational Qualifications
- Proof of registration with Health Professional Body
- Curriculum Vitae must be attached stating relevant experience

NB: Certified copies should not be older than six months & faxed applications will not be considered.

2. The Reference Number must be indicated in the column provided on the form Z83, e.g. HGHD 04/2020. Failure to comply with the above instructions will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only.

3. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews.

4. Applicants in possession of 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

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) and proof of experience.

6. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department. People with disabilities are encouraged to apply.

All documents must be posted for: Attention: Mr. ZN Dotyen; Assistant Director: HRM, Harry Gwala Health District Office, Private Bag X502, Ixopo, 3276 OR Dropped off in the applications box of Harry Gwala Health District Office, 111 Main Street, Ixopo, 3276

CLOSING DATE: 24 July 2020

Mrs. GLL Zuma
District Director
Harry Gwala Health District Office
Date: 2/7/2020
Salary Grade 1: R 254 382.00 per annum
Requires a Critical Care Assistant Certificate or National Diploma and registration with HPCSA as a paramedic. (No experience required)

Salary Grade 2: R 318 042.00 per annum
Requires a Critical Care Assistant Certificate or National Diploma and registration with HPCSA as a paramedic plus (7) years' experience after registration with HPCSA as a paramedic (CCA).

Salary Grade 3: R 392 151.00 per annum
Requires a Critical Care Assistant Certificate or National Diploma and registration with HPCSA as a paramedic plus (14) years’ experience after registration with HPCSA as a paramedic (CCA).

Salary Grade 4: R 461 940.00 per annum
Requires a Critical Care Assistant Certificate or National Diploma and registration with HPCSA as a paramedic plus (24) years’ experience after registration with HPCSA as a paramedic (CCA).

Other Benefits: 13th Cheque, Medical Aid (optional), housing allowance: employee must meet prescribed requirements.

REQUIREMENTS FOR THE POST:
- Grade 12 certificate.
- Critical Care Assistant Certificate (CCA) or National Diploma.
- Code 10 driver's license with PRDP for goods and passengers.
- Registration with HPCSA as a paramedic.
- Proof of current registration with the HPCSA (valid card will be accepted, deposit slip will not be accepted)

KNOWLEDGE, SKILLS, BEHAVIOURAL ATTRIBUTES AND COMPETENCIES REQUIRED:-
The incumbent of this post will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of practice and transport emergencies to an appropriate health facility in order to minimize the loss of lives, and as such the ideal candidates must:-
- Possess knowledge of Advanced Life Support Protocols.
- Have understanding of EMS and its line of business.
- Possess knowledge of Rules and Regulations of Road Traffic Ordinance.
- Have the ability to implement emergency procedures.
- Possess good communication skills and interpersonal relations.
- Have Practical Patient Management skills.

KEY PERFORMANCE AREAS:-
- Maintain vehicle, medical equipment and check the allocated vehicle and equipment and complete the checklist.
- Wash, clean and disinfect the interior/ exterior of the vehicle.
- Treat and transport patients to hospital from scene in accordance with the advanced life support protocols.
- Change and replenish surgical sundries and medical-gases and ensure that all items are used before expiry date.
- Maintain the vehicle in a clean condition and good working order at all times.
- Use all equipment and government property as per laid down policies and procedures.
- Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD).
- Assistant in maintaining a clean and tidy base.
• Complete and submit all appropriate paperwork to the shift leader before the termination of the shift.
• Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order.
• Abide by the Standard Operational Procedures (SOP) of EMS.
• Maintain accurate and reliable records at all times.
• Perform over time duties in accordance with EMS Policy when required.
• Provide orientation and supervised training with regard to ALS.
• Actively participate in training and quality assurance programs.

Enquiries: Mr. TS Mkhize

Closing Date: 24 July 2020

Telephone: 039 834 7210