



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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www.kznhealth.gov.za

DIRECTORATE:

HARRY GWALA REGIONAL HOSPITAL
RECRUITMENT AND SELECTION

Enquiries: Mr. NJ Mgwaba
Circular: HGRH 02/2024
Date: 10 January 2024

**TO: HEADS OF ALL DEPARTMENTS
VACANCIES IN HARRY GWALA REGIONAL HOSPITAL
CIRCULAR MINUTE: HGRH 02/2024**

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:

- The following documents must be submitted:-
 - Application for Employment Form (Form Z.83), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
 - Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023.
 - Copies of Qualifications, Registration Certificates and updated certificate of service must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview.
- The Reference Number must be indicated in the column provided on the form Z.83.
NB: Failure to comply with the above instructions will disqualify applicants.
- 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).
- The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications)
- Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful
- Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution
- All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply**
- Please note that due to financial constraints no S&T payments will be considered for payment to candidates that are invited for interview.**

9. ALL APPLICATIONS SHOULD BE FORWARDED TO:

CHIEF EXECUTIVE OFFICER
HARRY GWALA REGIONAL HOSPITAL
PRIVATE BAG X 509
PLESSISLAER
3216

OR

HAND DELIVERED TO THE BOX BY THE MAIN GATE BEHIND SECURITY OFFICE
MARKED FOR THE ATTENTION OF: MR. T.C. MANYONI

N.B: NO REGISTERED MAIL AND FAXED APPLICATIONS WILL BE CONSIDERED

CLOSING DATE FOR APPLICATIONS: 26/01/2024

Original signed and dated by the Chief Executive Officer (copy available on request)

MRS. N.T. NXABA
CHIEF EXECUTIVE OFFICER
HARRY GWALA REGIONAL HOSPITAL

DATE: 10/01/2024

GROWING KWAZULU NATAL TOGETHER

ADVERT

JOB TITTLE	:	SOCIAL WORK MANAGER
NO OF POSTS	:	01
INSTITUTION	:	HARRY GWALA REGIONAL HOSPITAL
REFERENCE NO.	:	SOC 2/2024
SALARY PACKAGE	:	R 878 778.00 TO R 986 535.00 PER ANNUM
OTHER BENEFITS	:	13TH CHEQUE, HOUSING ALLOWANCE AND MEDICAL AID (EMPLOYEE MUST MEET THE PRESCRIBED REQUIREMENTS)

MINIMUM REQUIREMENTS FOR THE POST

- Grade 12/ Matric Certificate
- BA Degree in Social Work
- Current registration with South African Council for Social Services Profession. (SACSSP)
- Appropriate experience 6-8 years post registration at least 2 years of which should be in managerial capacity in a hospital.
- Valid driver's license.
- Be computer literate.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- Sound knowledge of social work and methods.
- Knowledge of legislative prescripts governing the public service, Batho Pele, Legislation relating to Human Resource Management and Financial Management.
- Decision making.
- Planning and organizing.
- Supervisor / Management and analytical skills.
- Strategic Planning Skills.
- Cross Cultural awareness.
- Ability to work with multi – disciplinary team – integrity.
- Stress tolerance and flexibility.
- Ability to communicate in English and IsiZulu

KEY PERFORMANCE AREA

- Manage the Department of Social Work and its Service delivery to ensure that an integrated quality of service is provided to all clients – provide supervision to all social work, service staff.
- Ensure that the working environment is compliant with the Occupational Health and Safety Act. Batho Pele Principles are practiced and adhered.
- To maintain discipline and deal with grievances and Labour Relation issues in terms of laid down procedures.

- Formulate policies and procedures for the unit and ensure that these are in accordance with the current statutory regulations and guidance.
- Exercise care and proper use of government property – exercise control over unit's budget.
- Identify the need for training and development of social work service staff
- Be familiar with patient medical condition and to educate all stake holders of the role of the department of health, available resources diagnosis, treatment options, hospitalization and implications.
- Formulate strategic plans in keeping with the requirements of the hospital.
- Provide relief social services in the absence of colleagues to ensure optimal services with the available personnel.
- Collate statistics to reflect and account for services rendered within the unit that would ultimately demonstrate patient trends.
- To be involved in QIP / Clinical Audit.

ENQUIRES: Dr. KJ Gabela

Contact: (033) 395-4042

CLOSING DATE: 26/01/2024