



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: Mrs. GZ Sokhela
Circular: HGRH 08/2022
Date: 17 May 2022

TO: HEADS OF ALL DEPARTMENTS VACANCIES IN HARRY GWALA REGIONAL HOSPITAL CIRCULAR MINUTE: HGRH 08/2022

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:
 - Fully completed application for Employment Form (Z83) (updated as at 01 January 2021), which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za
 - Certified copy of Identity Document.
 - Updated Curriculum Vitae with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022.
 - Certified Copy of Highest Educational Qualifications**NB: CERTIFIED COPIES SHOULD NOT BE SIX MONTHS OLDER (must be original certified copies)**
- The **Reference Number** must be indicated in the column provided on the Z83, e.g. HRM 1/2022.
NB: Failure to comply with the above instructions will disqualify applicants.
- 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
- Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications**
- Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Indian Male, White Male, Indian Female, White Female, Coloured Male and Coloured Female.**
- 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: 03 JUNE 2022

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: 18/05/2022

ADVERT

JOB TITLE : **ASSISTANT DIRECTOR: SYSTEMS (LEVEL 9)**

NO OF POSTS : **01**

INSTITUTION : **HARRY GWALA REGIONAL HOSPITAL**

REFERENCE NO. : **SYS 15/2022**

SALARY NOTCH : **R 382 245.00 Per Annum**

OTHER BENEFITS : **13th Cheque, medical aid (optional)**
Home Owners Allowance
(Employee must meet the prescribed requirements)

REQUIREMENTS FOR THE POST

- Grade 12/ Senior Certificate
- National Diploma/ Degree in Public Management/ Administration PLUS
- 3-5 years supervisory experience in the relevant field
(Proof of attached endorsed and stamped by Human Resource Office).
- A valid code B Driver's License (code 8)

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge of relevant acts and regulations inclusive of PFMA and Treasury and Regulations
- Systems and contracts
- Computer literacy: Ms Word and Excel
- Conflict Resolution and Negotiation skills
- Good verbal and communication skills
- Supervisory skills
- Decision making, Financial management and problem solving skills
- Strong leadership skills
- Ability to multi-task and manage change

KEY PERFORMANCE AREAS

- Management, supervision and Monitory of all components under Systems to ensure optimal usage and cost effectiveness:
- Ensure effective co-ordination, management and quality of work of all functional components of the Systems with the institution.
- Ensure the effective, efficient and economical utilization of resource allocation to the institution including staff development.
- Ensure compliance with all statutory regulations
- Oversee the provision of all services provided by Private Contracts to ensure compliance with Service Level Agreement.
- Ensure the effective, efficient and economical utilization of resources allocated to the institution including staff development.
- Conduct risk and security analysis to inform the development of institutional Risk Management Plan. Implement and monitor effective hospital policies, protocols, practices within the day to day operational areas.

- Analyse alternatives for performing work needed, including contracting out of services and evaluate and recommend procedures/ protocols to improve operational efficiency.
- Provide technical advice to the Management team in respect of operations
- Contribute as a member of the multidisciplinary team towards the effective management of the Hospital e.g. Bid Adjudication Committee, Board of Survey, Budget and Cash-flow.
- Analyse alternatives for performing work needed, including contracting out service and evaluate and recommend procedures/ practices to improve operational efficiency.
- Ensure effective coordination, management and quality of work for all functional components of Systems Department within the Hospital.

Enquiries: Mrs. N.T. Nxaba

Contact: 033 395 4039

CLOSING DATE: 03 JUNE 2022