



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 09/2022
Date: 19 May 2022

TO: HEADS OF ALL DEPARTMENTS VACANCIES AT HARRY GWALA REGIONAL HOSPITAL CIRCULAR MINUTE: HGRH 09/2022

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**
- 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: 19/05/2022

ADVERTISEMENT

JOB TITLE	:	INVIGILATOR
NO OF POSTS	:	04
INSTITUTION	:	HARRY GWALA REGIONAL HOSPITAL
COMPONENT	:	HARRY GWALA NURSING COLLEGE
REFERENCE NO.	:	ENC 16/2022
REMUNERATION	:	R100.00 per hour

MINIMUM REQUIREMENTS FOR THE POST

- Grade 12 (senior certificate)
- Diploma/Degree in Nursing OR Diploma/Degree in Teaching
- Proof of Previous experience (certificate/s of service) certified copies.
- **A certificate of service/Proof of experience obtained from the HR Department must be attached.**

N.B: Applicants must be below the age of 70 years

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Bill of Right
- 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

- Assisting with the setting up of examination venues.
- Check attendance during examination.
- Distribute Examination Papers according to KZNCN policies.
- Assist candidates prior to examination by directing them to their seats.
- Advising candidates about possessions permitted/not permitted in the examination venues.
- Informing candidates of examination rules of the KZNCN.
- Invigilate during examination; attend to queries raised by candidates.
- Deal with examination irregularities according to KZNCN policies.
- Escort candidates during examination and supervising whilst outside the examination venue.
- Collecting and collating scripts at the end of the examination.
- Bind and seal scripts in envelopes provided by KZNCN.
- Supervise candidates leaving the venue in a quiet and orderly manner.
- Hand over sealed documents to Campus Principal to place in safe.

ENQUIRIES: MRS. R.T. ZONDI

TELEPHONE: (033) 392-7563/ (033) 345-9477

CLOSING DATE: 03 JUNE 2022