



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 58/2021
Date: 23 December 2021

TO: HEADS OF ALL DEPARTMENTS VACANCIES IN HARRY GWALA REGIONAL HOSPITAL CIRCULAR MINUTE: HGRH 58/2021

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.
 - 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 1/2021.
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.
- Edendale 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 and White Male, White Female and Indian 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: 07 JANUARY 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: 23/12/2021

READVERTISEMENT

POST	:	SUPPLY CHAIN CLERK SUPERVISOR (LEVEL 7) (ACQUISITION)
NO OF POSTS	:	01
CENTRE	:	HARRY GWALA REGIONAL HOSPITAL
SALARY	:	R 261 372.00 Per Annum
REFERENCE	:	SCM 83/2021
OTHER BENEFITS	:	13th Cheque Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements)

REQUIREMENTS FOR THE POST

- Standard 10/Grade 12
- 3-5 years' experience in Supply Chain Management
- Computer Literacy: MS Office Software Applications
- **Certificate of service obtained from Human Resource Department must be attached.**

RECOMMENDATIONS

- A Bachelor's Degree/ National Diploma in Supply Chain Management / Financial Management / Public Management
- Unendorsed driver's license

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge and understanding of the PFMA, Treasury Regulations
- Good written and verbal communication skills
- Customer care and interpersonal relations skills, problem solving and decision making
- Knowledge of SCM and procurement process and procedure
- Ability to maintain high level of confidentiality
- Organizing, planning and numerical skills
- Ability to work under pressure

KEY PERFORMANCE AREAS

- Supervision of Supply Chain Management Acquisitions Section
- Ensure compliance to Treasury Regulation and departmental procurement policies, rules and regulations.
- Ensure advertising of bids on the Government Web Site and Noticeboard.
- Monitor the validity of bids until award stage
- Advise and guide the specification and evaluations committees.
- Prepare scoring model (preference points)/ tender recommendations.
- Compile detailed bidding documents with adequate information for prospective bidder to prepare goods and services to be provided. Ensure that tender/quotation documents comply with standard operating procedures. Ensure that proper contract documents are signed.
- Evaluate bids to ensure that they are in accordance with the set criteria and prepare evaluation reports.
- Attend to queries on tender administration phase.
- Receive and check all submissions to SCM committees.

- Facilitate all tender/quotations administration transactions
- Compile accurate minutes of the proceedings of Site Meetings & Bid Committees meetings.
- Check compliance on submissions to SCM committees.
- Communicate queries on submissions discussed by SCM committees.
- Keep correct records on SCM committee decisions.
- Provide information on Audit queries. Supervise Supply Officers within the Unit.
- Assist with all Procurement related functions and also perform any other duties in relation to the implementation of SCM.
- Ensure proper filing of documents
- Provide information for quarterly and annual reports.
- Conduct internal audit in SCM from time to time
- Implement risk management to avoid fraud and corruption timeously
- Compile and submit monthly returns and reports
- Ensure functionality of Bid Committees
- Maintain effective and efficient staff management in respect of giving and supervision on performance of their duties (EPMDS)
- Implement discipline and grievance procedures.
- Co-ordinate in-service training in order to promote service deliver

ENQUIRIES: MR. A. SOOKDAVU

CONTACT: (033) 395 4251

CLOSING DATE: 07 JANUARY 2022

READVERTISEMENT

POST	:	SUPPLY CHAIN CLERK SUPERVISOR (LEVEL 7) (LOGISTICS)
NO OF POSTS	:	01
CENTRE	:	HARRY GWALA REGIONAL HOSPITAL
SALARY	:	R 261 372.00 Per Annum
REFERENCE	:	SCM 84/2021
OTHER BENEFITS	:	13th Cheque Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements)

REQUIREMENTS FOR THE POST

- Standard 10/Grade 12
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RECOMMENDATIONS

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- Unendorsed valid driver's license

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge and understanding of the PFMA, Treasury Regulations
- Good written and verbal communication skills
- Customer care and interpersonal relations skills, problem solving and decision making
- Knowledge of SCM and procurement process and procedure
- Ability to maintain high level of confidentiality
- Organizing, planning and numerical skills
- Ability to work under pressure

KEY PERFORMANCE AREAS

- Supervision of Supply Chain Management and stores
- Maintain adequate availability of stock by ensuring timeous and continuous replenishment of stock.
- Ensure compliance to Treasury Regulation and departmental procurement policies, rules and regulations.
- Ensure proper filing of documents
- Conduct internal audit in SCM from time to time
- Implement risk management to avoid fraud and corruption timeously
- Compile and submit monthly returns and reports
- Ensure that stock taking is done regular

- Ensure that stock received are recorded in GRN Book and captured on RIDV template
- Ensure all Bin/Tally Cards are updated regularly
- Ensure that payments are done as required by PFMA
- Ensure functionality of Bid Committees
- Maintain effective and efficient staff management in respect of giving and supervision on performance of their duties (EPMDS)
- Implement discipline and grievance procedures.
- Co-ordinate in-service training in order to promote service delivery

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