TO: ALL HEADS OF INSTITUTIONS

Enquiries: Mrs KC Mncwango

Date: 17/06/2020

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NO. HLH 14/2020

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:-

1. The following documents must be submitted:-
   a) Application for Employment Form (Form Z83), which is obtainable at any Government Department OR from website-www.kznhealth.gov.za
   b) Certified copies of identity document, driver’s licence, highest educational qualifications and professional registration certificates – not copies of certified copies
   c) Curriculum Vitae

2. The Reference Number must be indicated in the column provided on the Z83.

NB: (a) Failure to comply with the above instructions will disqualify the applicants. Faxed and E-mailed applications will NOT be accepted.

(b) The appointments are subject to positive outcomes obtained for the Pre-employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial Asset Records etc.), validation/verification of identity Document (ID), Drivers Licence, Citizenship/Permanent Residency, Company Intellectual Property Commission (CIPC)- Business interest/s, Verification of Educational Qualifications by the South African Qualifications Authority (SAQA), Verification of Employment History/Reference checks- previous experience from Employee.
NB All shortlisted candidate will be required to submit proof of work experience endorsed and stamped by the Employer/s prior to the date of the interview

3. Persons with disabilities should feel free to apply for any of the posts.
4. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department).

CLOSING DATE: 30 JUNE 2020

KINDLY NOTE THAT DUE TO FINANCIAL CONSTRAINTS NO S&T ALLOWANCE WILL BE PAID TO CANDIDATES ATTENDING THE INTERVIEW

____________________________________  __________________
Acting Chief Executive Officer    Date
Hlabisa Hospital
POST: PHARMACIST Gr 1-3
CENTRE: HLABISA HOSPITAL
REFERENCE: HLH 14/2020

APPOINTMENT REQUIREMENTS: Bachelor degree in Pharmacy, registration with SAPC as a Pharmacist, Current registration with SAPC as a Pharmacist.

SALARY GRADE 1: R 693 372.00 per annum
One year relevant experience after registration as a pharmacist with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

SALARY GRADE 2: R 751 026.00 per annum
Five years relevant experience after registration with SACP as a Pharmacist with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

SALARY GRADE 3: R 821 205.00 per annum
Thirteen years relevant experience after registration with SAPC as a Pharmacist. Fourteen years relevant experience after registration as a pharmacist with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge of relevant legislation, Acts, Policies and Regulations administered by the KZN Department of Health
- Appropriate clinical and theoretical skills
- Sound knowledge of legislation relating to pharmaceutical practice in South Africa
- Good communication, leadership, decision making, team building and motivation skills.
- Effective planning, organizational, managerial and interpersonal skills
- Knowledge of the principles, functions and operations of the Pharmacy and Therapeutics committee
- Computer literacy

KEY PERFORMANCE AREAS

- Provision of pharmaceutical care to patients (evaluation, interpretation and dispensing of prescriptions) in line with pharmacy legislation
- Management of the procurement, storage, supply and distribution of pharmaceuticals
- Ensure budgetary compliance and expenditure control
- Provide professional advise including research and drug information
- Training and development of pharmacy personnel as an approved Tutor for pharmacist assistants and pharmacist interns
- Assist with managerial functions as required
- Supervise day to day activities in allocated department
- To conduct service assessments and implement quality improvement programs
- Work as part of a multidisciplinary team
ENQUIRIES: Mrs. KC Mncwango (Pharmacy Manager)

ALL APPLICATIONS SHOULD BE FORWARDED TO: Acting Chief Executive Officer, Private Bag X 5001, Hlabisa Hospital 3937 or Hand delivered to 60 Sounder’s street, Admin building (Human Resource office) Hlabisa Hospital