



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Private Bag x 20034, Empangeni, 3880
Physical Address: Corner of 2nd Lood Avenue and Chrome Crecent, Empangeni rail, 3810
Tel: 035 787 6293 Fax: 035 787 0649; Email: zwelethu.ndlela@kznhealth.gov.za
www.kznhealth.gov.za

KING CETSHWAYO DISTRICT OFFICE:
HUMAN RESOURCE MANAGEMENT

Reference: HRM 4/1/1
Enquiries: Z.P. Ndlela

TO: HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS
ALL EMPLOYEES
COMMUNITY MEMBERS

VACANCIES IN THE DEPARTMENT OF HEALTH: KING CETSHWAYO DISTRICT OFFICE

CIRCULAR MINUTE No. KCD 01/2024

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in all Regional/District offices. 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 Z.83) (Current), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za must accurately completed and signed.
 - (b) Comprehensive Curriculum Vitae
 - (c) Applicants are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of interview.
 - (d) Faxed applications will not be accepted
2. Reference number must be indicated in the column provided on the form Z83 e.g. Ref KCD 4/2023
3. Persons with disabilities should feel free to apply for the post.
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.
5. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications.
6. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply.
7. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.
8. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications.
9. Failure to comply with the above instructions will results to your application being disqualified

10. Applications should be forwarded to:

The District Director
King Cetshwayo District Office
Private Bag x20034
Empangeni
3880
Attention: Mr Z.P Ndlela

OR

Hand delivered to
Human Resource Department
King Cetshwayo District Office

Email: KingcetshwayoDistrictHealth.HRJobApplication@kznhealth.gov.za

Closing date for all applications is **26 JANUARY 2024**

Original Signed _____

DISTRICT DIRECTOR
KING CETSHWAYO DISTRICT OFFICE

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|-------------------------------|---|---|
| POST | : | NHI MEDICAL OFFICER |
| NATURE OF APPOINTMENT: | | CONTRACT UP TO END 31 MARCH 2024 (Subject to Renewal Based On Performance and Continuity of the Project and Funding) |
| CENTRE | : | KING CETSHWAYO HEALTH DISTRICT (Fixed Clinics as Determined by PHC Management) |
| REFERENCE | : | KCD 01/2024 |
| SALARY RATE | : | 3 hours per day per facility for 5 days a week. R618 per hour |
| ADDITIONAL ALLOWANCE : | | Kilometres travelled will be paid, capped at 200 kilometres Per day per facility and up to 2.0 cc engine capacity |

MINIMUM REQUIREMENTS FOR THE POST:

- Senior Certificate (Grade 12).
- MBCHB Degree plus
- Registration with HPCSA as an Independent Medical Practitioner.
- Current Registration with HPCSA.
- Valid Driver's Licence (Unendorsed).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Primary Health Care
- Antenatal Care and Postnatal Care
- Child Health and IMCI
- HIV & AIDS and TB Management
- Communicable and Non- Communicable Diseases
- Emergency Care
- Good Communication and Leadership Skill
- Knowledge and understanding of NHI, Batho Pele Principles and Medical Ethics
- Fluency in Local Languages
- Diploma in HIV/AIDS Care or Family Medicine will be an advantage.

KEY PERFORMANCE AREAS:

- The provision of promotive and preventive services as per Primary Health Care package of services taking into consideration the burden of diseases of the community being served by the Facility
- Provision of good quality, patient-centered and community orientated care for all patients, promoting and ensuring good continuity of care.
- Examine, Investigate, diagnose and oversee the treatment of patients, including Chronic ailments, TB, HIV, paediatrics, antenatal patients and mental health care users
- Comply with all departmental protocols, policies, and standard treatment guidelines, Essential medicine list (EML) for PHC, Adult Primary Care (APC) and code of conduct.
- Participate in Continuous Professional Development (CPD) and attend all trainings for PHC doctors.
- Provide medical support to PHC clinical staff.
- Ensure that relevant patient data is collected on the provided tools as required by the Department.
- Maintain accurate health records in accordance with Legal ethical considerations.
- Handle disability grant assessments.
- Perform duties as delegated by Supervisor.

- The incumbent will be accountable to the clinic Operational Manager, PHC Supervisor, Medical Manager of the mother hospital and District Specialist PHC and Family Physician.

ENQUIRIES : DR T.R. OGUNYINKA

TEL NO: 035 787 6265/ 0780991731

CLOSING DATE : 26 JANUARY 2023