TO: HEADS OF ALL DEPARTMENTS
VACANCIES IN KING DINUZULU HOSPITAL COMPLEX
CIRCULAR MINUTES: KDHC 05/2020

The contents of this Circular Minutes 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:
1. The following documents must be submitted:
   - Application for Employment Form (Z83), which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za
   - Updated Curriculum Vitae with full record of service.
   - Certified Copy of Highest Educational Qualifications.

NB: CERTIFIED COPIES SHOULD NOT BE THREE MONTHS OLDER

2. The Reference Number must be indicated in the column provided on the Z83, e.g. HRM1/2020.

NB: Failure to comply with the above instructions will disqualify applicants.

3. 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).

4. 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.

5. King Dinuzulu Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution.

6. Applicants in possession of a foreign qualification must attach the evaluation Certificate from the South African Qualifications Authority (SAQA) to their applications.

7. 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, Indian Female, White Male, White Female and Coloured Male.

8. Please note that due to financial constrains 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 OR HAND DELIVERED TO HR REGISTRY
   KING DINUZULU HOSPITAL COMPLEX       KING DINUZULU HOSPITAL
   75 DR RD NAIDU DRIVE
   SYDENHAM
   4015
   FOR THE ATTENTION OF: MR Z.N MJILLO
   N.B: NO REGISTERED MAIL AND FAXED APPLICATIONS WILL BE CONSIDERED

CLOSING DATE FOR APPLICATIONS: 31/03/2020

Advert signed and dated by the CEO (copy available on request)
DR Z.F DLAMINI
ACTING CHIEF EXECUTIVE OFFICER
KING DINUZULU HOSPITAL COMPLEX
VACANCY

JOB TITLE : ASSISTANT DIRECTOR-HR PRACTICES
SALARY LEVEL : 9
COMPONENT : HUMAN RESOURCES
INSTITUTION : KING DINUZULU HOSPITAL COMPLEX
CENTRE : DURBAN
REF NO : KDHC 05/2020
SALARY NOTCH : R 376 596.00 per annum, plus 13th Cheque, Medical-Aid (optional) House owners Allowance (employee must meet the prescribed requirements)

MINIMUM REQUIREMENTS:
- Senior Certificate (Grade 12)
- Degree/ National Diploma in Human Resource Management/ Public Administration or Public Management PLUS
- 3 years supervisory experience in Human Resource Department PLUS
- Proof of current and previous work experience (Not certificate of service) stamped and endorsed by HR Manager.
- Proven computer literacy.

RECOMMENDATIONS:
- Unendorsed valid Code EB driving licence (Code 08)

KNOWLEDGE, SKILLS AND COMPETENCIES:
- Functional Knowledge of Persal, Human Resource Prescripts and policies of the department.
- Motivational / Objectivity.
- Problem Solving, Advisory, Analytical Interpersonal & Decision Making Skills.
- Written and Verbal communication.
- Innovative.
- Concern for excellence, drive and enthusiasm.
- Good organizational skills, problem solving, leadership and presentation skills.
- Must be in possession of Persal and computer literacy certificate (proof required)

KEY PERFORMANCE AREAS:
- Manages the day to day functioning of HR Practices section in the Hospital in order to ensure that the high quality of services is being provided.
- Ensure that the advertising, recruitment, selection appointment and transfer practices are in accordance with laid down policies and procedures.
- Ensure that the payment of all benefits (fringe and exits) and allowances is done accurately.
- Ensure debt free HR Practices by preventing over or underpayments.
- Ensure timeous termination of services.
- Manages and maintains staff records on annual leave, study leave, sick leave and special leave and advises management and staff of latest developments.
- Participates in the development of HR strategies and policies.
- Serve as reviser for all Persal users at the Hospital.
- Ensure clearance of suspense file all the time.

ENQUIRIES: MR P.M NHLONIPHO Tel: 031 242 6080
CLOSING DATE: 31/03/2020
Original copy signed by acting ceo

ACTING CEO

- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING