



Enquiries : Mrs THF Mkhonza
Circular Minute No. : KE 02/2024
Date : 2024/03/12

TO HEADS OF INSTITUTIONS
VACANCY-DEPARTMENT OF HEALTH: KING EDWARD VIII HOSPITAL
MEDICAL OFFICER SESSIONAL X 20 SESSIONS GRADE 1/2/3
CLOSING DATE: 05 APRIL 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 district offices. Institutions must notify all candidates who qualify for the post in 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 the website – www.kznhealth.gov.za
- (b) Applicants must utilize the **most recent Z83** application form for employment.
- (c) Applicants must submit fully completed Z83 form and detailed CV together with proof of current and previous work experience endorsed and stamped by Human Resource Department and certificate of service from previous and current employer. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates.
- (d) The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided on the form.
- (e) Applicants for employment are not required to submit copies of qualifications and other relevant documents on application.
- (f) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA)

2. The reference number must be indicated in the column provided on the form Z83, e.g. HRM 93/2023

3. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. **Should you not have been contacted within 90 days of the outcome, kindly consider yourself as being unsuccessful.**

4. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC).

5. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device ie. Phone or Tablet. The system has the following functionality:-

- (a) All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs
- (b) Applicants are also encouraged to register on e-Recruitment online system which is accessible Via www.kznonline.gov.za/kznjobs order to make an application and please email applications to Kingedwardhospital.HRJobapplication@kznhealth.gov.za
- (c) Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system.
- (d) Applicants must update their profile on the system, which is in line with the approved Z83 application form

(e) Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identify Documents, Driver's License, and Qualifications etc.

6. Please note that due to financial constraints no S&T and resettlement claims will be considered for payments to candidates that are invited for the interview.

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

(We are an equal opportunity, affirmative action institution, whose aim is to promote Representatively in all levels of all our occupational categories. Persons with disabilities and African Males are encouraged to apply. Please note that other race groups are also not restricted from applying)

ORIGINAL SIGNED BY CEO
CHIEF EXECUTIVE OFFICER

2024/03/14
DATE

| | |
|----------------------|--|
| POST | : MEDICAL OFFICER SESSIONAL X20 SESSIONS (UROLOGY) GR 1/2/3 |
| NO. OF POSTS | : 01 |
| REFERENCE NO. | : HRM 05/2024 |
| CENTRE | : KING EDWARD VIII HOSPITAL |
| SALARY NOTCH | GRADE 1: R 453 440.00 per annum (0-5 years' experience) |
| | GRADE 2: R 517 920.00 per annum (5-10 years' experience) |
| | GRADE 3: R 599 044.00 per annum (10 years or more) |

MINIMUM REQUIREMENTS FOR THE POST:

- National Senior Certificate/Grade 12 plus
- Tertiary qualification in the Health Science MBChB.
- Current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner.

RECOMMENDATIONS

- Basic Computer
- 3-5 years' experience in Urology
- Post Urology Registrar Training

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Appropriate medical knowledge and sound clinical skills.
- Knowledge of health care system and medical ethics.
- Knowledge of relevant acts, policies and regulations of the department of health.
- Good team building and problem solving skills.
- Excellent human, communication and leadership skills required.
- Awareness of cross-cultural differences.
- Concern of excellence

KEY PERFORMANCE AREAS

- Provision of quality patient-centred care for all patients in the hospital and satellite clinics.
- Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services in a form of commuted overtime as per the departmental needs.
- Provide medical related information to clinical staff as may be required.
- Undertake on-going care individual's patients to allow for continuity of care including ward rounds and clinic visits.
- Maintain accurate health records in accordance with the legal ethical considerations.
- Train and guide staff who are health professionals.
- Actively participate in morbidity and mortality reviews.
- Attend and participate continuous medical education and training.
- Participate in quality improvement programs which include clinical governance and national core standards.
- Ensure cost-effective service delivery is maintained within the respective department.
- Attend to administrative matters as required.
- Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.
- Perform duties as assigned by the supervisor or other senior officials.

ENQUIRIES: Dr. KB Bilenge
CLOSING DATE: 05 APRIL 2024

TEL: 031 360 3854

HAND DELIVERED APPLICATIONS SHOULD BE POSTED INTO THE RED BOX, NEXT TO THE ATM IN THE ADMIN. BUILDING

ATTENTION: Mrs THF Mkhonza (HR Department)
Please forward emailed applications to

thandeka.mkhonza@kznhealth.gov.za

AND

kingedwardhospital.HRJobapplication@kznhealth.gov.za