TO HEADS OF ALL DEPARTMENTS IN THE KZN PROVINCIAL ADMINISTRATION

VACANCY IN THE DEPARTMENT OF HEALTH: KING EDWARD VIII HOSPITAL: DURBAN:

CIRCULAR MINUTE KE 20/2020

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:
   - Application for Employment Form (Form Z83), which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za
   - Certified copies of Highest Educational Qualifications and Professional Registration certificates – not copies of certified copies.
   - Updated Curriculum Vitae with certificates of service.
   - Certified copy of Identity Document.
   - Current paid up receipt with the registration body.

2. The Reference Number must be indicated in the column provided on the form Z83, e.g. HRM 20/2020

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

3. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However, all applicants will be advised of the outcome of their applications in due course.

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. PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS NO S&T CLAIMS WILL BE CONSIDERED FOR PAYMENTS TO CANDIDATES THAT ARE INVITED FOR THE INTERVIEW.

(This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African Males are encouraged to apply. Please note that other race groups are also not restricted from applying)

CLOSING DATE: 3 JULY 2020

Original signed by Act. CEO 2020.06.11

CHIEF EXECUTIVE OFFICER DATE

Fighting Disease, Fighting Poverty, Giving Hope
POST : MEDICAL SPECIALIST GR1/2/3 (OTORHINOLARYNGOLOGY) ENT
NO. OF POSTS : 01
REFERENCE NO. : HRM 20/2020
CENTRE : KING EDWARD VIII HOSPITAL (DURBAN)
SALARY NOTCH:
   Grade 1: R 1 106 040.00 – R 1 173 900.00 p.a. (All inclusive package)
   None to less than 5 years actual experience as a Specialist
   after registration with the HPCSA
   Grade 2: R 1 264 623.00 – R 1 342 230.00 p.a. (All inclusive package)
   5 years to less than 10 years actual experience as a Specialist after
   registration with the HPCSA
   Grade 3: R 1 467 651.00 – R 1 834 890.00 p.a. (All inclusive package)
   10 years or more experience as a Specialist after registration with
   HPCSA

MINIMUM REQUIREMENTS:
   • MBCHB qualification or equivalent PLUS
   • Registration certificate with the HPCSA as a specialist in ENT PLUS
   • Current registration with the HPCSA (2020//2021)

RECOMMENDATION:
   • Computer Literacy

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES REQUIRED:
   • Sound knowledge and Experience in Otorhinolaryngology.
   • Ability to teach and supervise junior staff.
   • Middle management skills.
   • Research principles.
   • Good administrative and communication skills.
   • Excellent decision making, problem solving, leadership and mentorship skills.
   • Sound medical ethics.
   • Orientation towards service delivery.
   • Ability to develop and maintain quality improvement programs and policy documents.
   • Ability to work as part of a multidisciplinary team.

KEY PERFORMANCE AREAS:
   • Provide specialist Otorhinolaryngology, Head & Neck Services to all departments at King Edward
     VIII Hospital as well as in the relevant Durban Metropolitan State Hospitals with control and
     management of these services as delegated
   • Provide clinical outreach and training assistance to DOH hospitals around the province
   • Develop management protocols for the department of Otorhinolaryngology in accordance with the
     hospital and departmental policies.
   • Provide expert opinion where required by other specialists relating to Otorhinolaryngological
     procedures.
   • Maintain clinical, professional, and ethical standards related to these services.
   • Provide after hour care in accordance with the commuted overtime contract.
   • Training and supervision of registrars in Otorhinolaryngology working in the department.
   • Participate in quality improvement programs of the department, including assessment of staff within
     the department.
   • Maintain necessary discipline over staff under his/her control.
   • Attend to administrative matters as pertains to the unit conduct, and assist and stimulate research
   • Exercise cost control over the activities of the department in line with the allocated budget.
   • Accept responsibility for continuous professional development to keep up to date with new
     developments in the field of Otorhinolaryngology and related fields.
   • The successful candidate may be expected to perform duties at any of the hospitals in the Durban
     Functional Region, as determined by the Head.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
ENQUIRIES : DR. S. RAMJI  TEL: 031 360 3854

CLOSING DATE: 3 JULY 2020

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

Please forward applications to:

HUMAN RESOURCE MANAGER
King Edward VIII Hospital
Private Bag X02
Congella
4013

ATTENTION: Mrs. N.J Garib

Original signed by Act. CEO 2020.06.11

CHIEF EXECUTIVE OFFICER

DATE

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