



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

KING EDWARD VIII HOSPITAL COMPLEX

HUMAN RESOURCE DEPT.

Corner of Sydney and Rick Turner Roads, Umbilo, Durban

Private Bag x02, Congella 4013

Tel: 031 360 3852 Fax: 031 206 2006 Email: E-mail: Xolani.Nsibande@kznhealth.gov.za

www.kznhealth.gov.za

Enquiries : Mr. XB Nsibande
Circular Minute No. : KE 35/2021
Date : 25 / 11 / 2021

TO HEADS OF INSTITUTIONS

**RE: VACANCY – DEPARTMENT OF HEALTH: KING EDWARD VIII HOSPITAL COMPLEX, DURBAN
X1 ASSISTANT DIRECTOR: FINANCE (PATIENT ADMINISTRATION & MORTUARY SERVICES)**

CLOSING DATE: 24 DECEMBER 2021

Institutions are requested to notify all candidates on their establishments 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) A detailed Curriculum Vitae
 - (c) Certified copies of – (not copies of certified copies)
 - i. **Education Qualification Certificates as per post advert minimum requirements**
 - iv. **Identity Document,**
 - v. **Proof of evaluation & results by the South African Qualifications Authority (SAQA) for qualifications obtained outside South Africa**
 - vi. **Certificates of service from previous employer for relevant experience mentioned on the Curriculum Vitae**
2. The reference number and position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83. (New Z83 application form must be used)
3. All employees in the Public Service that are presently on the same salary level and rank as indicated above as those of the advertised post are free to apply.
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).
6. Applicants are requested not to forward applications via emails, fax and registered mail, please.
7. Please note that to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of advertisement, consider your application as unsuccessful, please.
8. African Males and people with disabilities are encouraged to apply.
9. The Department reserves the right not fill the post/s

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

(We are an equal opportunity, affirmative action institution, whose aim is to promote Representatives 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

ORIGINAL SIGNED BY CEO

02 / 12 / 2021

CHIEF EXECUTIVE OFFICER

DATE

POST : ASSISTANT DIRECTOR: FINANCE (LEVEL 9)
NO. OF POSTS : 01
DEPARTMENT : SYSTEMS (PATIENT ADMINISTRATION & MORTUARY SERVICES)
REFERENCE NO. : HRM 56/2021
CENTRE : KING EDWARD VIII HOSPITAL COMPLEX
SALARY NOTCH : R382 245.00 – R 450 255.00 per annum
BENEFITS : 13TH CHEQUE, HOUSING ALLOWANCE, NP CASH ALLOWANCE AND MEDICAL AID (Optional)

MINIMUM REQUIREMENTS:

- Senior Certificate or Grade 12(Matric)
- Degree/National Diploma in Public administration/Management
- 3 to 5 years of Supervisory experience in Patient Administration/Systems department

RECOMMENDATIONS:

- Certificate of service from previous and current employer endorsed by the HR department.
- Computer literacy (proof to be attached)
- Driving licence

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES REQUIRED:

- Knowledge of all applicable legislation and guidelines, procedures governing patient administration in the public sector.
- Good interpersonal relationship skills and good listening skills.
- Good communication and problem solving skills.
- Ability to formulate patient care related policies.
- Sound knowledge of the health programmes run at the PHC level.
- Sound knowledge of the National Core Standards and data management.

KEY PERFORMANCE AREAS

- Manage the following areas to ensure optimal and cost effectiveness
- Patient Administration, Medical records and mortuary services
- Monitor the generation of revenue in accordance with the Public Finance Management Act, fees manual and other policies.
- Ensure that policies at Patient Administration are formulated, evaluated, analyses and implemented effectively
- Ensure compliance with all statutory regulations and policies.
- Assist in ensuring that the hospital has appropriate and effective monitoring systems in place to guarantee value for money and high quality services to all clients.
- Monitor staff appraisal in line with E.P.M.D.S
- To train, develop and monitor staff in order to improve quality service delivery.
- Co-ordinate the drawing of strategic plans, business plans and operational plans in the patient administration department.
- Ensure that controls are in place to prevent the abuse of state property, theft and corruption.
- Maintain effective and efficient utilization of all allocated resources.
- Ensure that patients are registered timeously and proceed to their clinics
- Conduct regular internal audits within Patient Administration, Medical records and Mortuary departments.

ENQUIRIES: MR. P. MKHIZE (DEPUTY DIRECTOR: SYSTEMS) TEL: 031-360 3033

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All Applications to be forwarded to:
The Deputy Director: Huma Resources
King Edward VIII Hospital Complex
Private bag X 02, Congella 4013
Attention: Mr XB Nsibande

NB: CANDIDATES TO BE SUBJECTED TO A COMPUTER COMPETENCY / WRITTEN ASSESSMENT AS PART OF SELECTION PROCESS INTENDED TO TEST RELEVANT COMPETENCIES OF THE JOB.

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DATE