TO HEADS OF ALL DEPARTMENTS IN THE KZN PROVINCIAL ADMINISTRATION

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

CIRCULAR MINUTE KE 51/2019

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 54/2019.

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 shortlisted 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 CONSTRAINS NO S&T CLAIMS WILL BE CONSIDERED FOR PAYMENT TO CANDIDATES THAT ARE INVITED FOR INTERVIEW

(This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representantivity in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply

CLOSING DATE: 08 NOVEMBER 2019

Original Signed by CEO 15.10.2019

CHIEF EXECUTIVE OFFICER DATE
POST: CLINICAL PROGRAMME COORDINATOR (QUALITY ASSURANCE)
NO. OF POSTS: 01
CENTRE: KING EDWARD VIII HOSPITAL (PLANNING, MONITORING, EVALUATION AND REPORTING)
REF. NO.: HRM 54/2019
SALARY: R 444 276.00 - R 500 031.00 per annum
OTHER BENEFITS: MEDICAL AID (OPTIONAL), HOUSING ALLOWANCE: EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS

MINIMUM REQUIREMENTS:

- Senior / Grade 12 certificate or equivalent qualification
- Degree/Diploma in Nursing with midwifery
- Registration with South African Nursing Council as a general nurse
- A minimum of 07 years appropriate/recognizable experience in Nursing after registration as Professional nurse with SANC as general nurse.

RECOMMENDATIONS:

- Computer Literacy
- Valid code 08 (EB) driver’s license
- Observable 3 years’ experience in Quality Assurance, National Core Standard Accreditation.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Working knowledge of public service, public policies and procedures related to the field of work.
- Interpersonal relationship (multidisciplinary).
- Communication skills (verbal and written).
- Presentation and facilitation skills.
- Ability to conduct multidisciplinary meetings.
- Problem solving and decision making skills.
- Working knowledge of policies, procedures, current services and related legislations.
- High level of initiatives and Enovation.

KEY PERFORMANCE AREAS:

- Co-ordination of optimal, improvement programs for the institution.
- Facilitate quality improvement committee meeting and participate in Institution and District Quality assurance meeting.
- Conduct quality audits for improvement purpose.
- Ability to implement organizational transformation and change interventions
- Co-ordinate and facilitate health promoting hospital quality improvement projects and quality improvement projects and quality days.
- Facilitate education and training on National Core Standard, norms and standards, Ideal hospital, maintenance and realization framework (IHRMF).
- Coordinate and conduct quality improvement surveys.
- Coordinate, consolidate and report all quality assurance indicators and quality improvement plans.
- Coordinates, provide ongoing feedback to management and quality teams on National core Standards and Quality patient care in order to ensure that the accreditation process remains on track.
- Ensure that all institutional standard operating procedures are reviewed and implemented accordingly.
- Maintain records and provide report back to all stakeholders.

ENQUIRIES: Mrs. TJ Sibiya
TELEPHONE: (031) 360 3019

CLOSING DATE: 08 NOVEMBER 2019

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

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
Please forward applications to:

DEPUTY DIRECTOR HUMAN RESOURCE
King Edward VIII Hospital
Private Bag X02
Congella
4013

ATTENTION: Mr. MM Mbanjwa

Original Signed by CEO  15.10.2019

CHIEF EXECUTIVE OFFICER  DATE

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
POST : CHIEF DIAGNOSTIC RADIOGRAPHER (GRADE 1)
NO. OF POSTS : 01
REFERENCE NO. : HRM 53/2019
CENTRE : KING EDWARD VIII HOSPITAL
SALARY NOTCH : GR 1: R 466 119.00 - R 517 326.00 per annum
OTHER BENEFITS : 13TH CHEQUE, MEDICAL AID (OPTIONAL), HOME OWNER ALLOWANCE ON APPLICATION EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS

MINIMUM REQUIREMENTS:
- 3 year National Diploma/Degree with Diagnostic Radiography
- Registration with HPCSA as a Diagnostic Radiographer
- Proof of current registration with HPCSA as a Diagnostic Radiographer (2019/2020)
- Minimum of 3 years experience after registration with HPCSA as a Diagnostic Radiographer

RECOMMENDATIONS
- Computer Literacy
- B-tech in Radiography will be advantageous
- Mammography certificate will be advantageous

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES REQUIRED:
- Sound knowledge of diagnostic radiography procedures and equipment.
- Sound knowledge of Radiation Control and safety measures
- Sound knowledge of relevant Health and Safety Acts
- Ability to communicate effectively and problem solving skills
- Good interpersonal relations and ability to perform well within a team
- Ability to perform quality assurance tests
- Sound knowledge of relevant Health and Safety Acts
- Ability to supervise junior and student radiographers

KEY PERFORMANCE AREAS:
- To provide high quality Diagnostic Radiographic services
- To promote good health practices and ensure optimal care to patients
- To execute all clinical procedures competently to prevent complications
- To prove a 24 hour radiographic service including weekends and public holidays
- To comply with safety and radiation protection standards
- Promote good health practices to patients in need of radiography
- To contribute to the overall work process in the component
- To comply with and promote Batho Pele principles in the execution of all duties for effective service delivery
- Participate in quality assurance and quality improvement projects including implementation of the National Core standards
- Participate in departmental policies and procedures development
- Participate in monthly departmental meetings
- Carry out EPMDS on members of staff allocated under your supervision
- Be actively involved in In-service training, student training and Peer Review and CPD activities

ENQUIRIES: MRS. P. NZAMA TEL: 031 360 3479
CLOSING DATE: 08 NOVEMBER 2019
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
ATTENTION: Mr. MM Mbanjwa
King Edward VIII Hospital
Private Bag X02
Congella
4013
Original Signed by CEO 15.10.2019

CHIEF EXECUTIVE OFFICER

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING