



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Private X 9928 , Ladysmith, 3370

Ladysmith Regional Hospital, 36 Malcolm Road Ladysmith, 3370

Tel: 036 637 2111 Fax: 036 631 0061 EMAIL: Nkosinathi.siyaya@kznhealth.gov.za

Human Resource Management Services

**Enquiries: Mr E.N. Siyaya
Date: 2024.01.24**

**TO: HEADS OF ALL DEPARTMENTS
VACANCIES IN LADYSMITH REGIONAL HOSPITAL**

CIRCULAR MINUTE: LH 02/2024

The contents of this Circular Minute 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. Only the following documents must be submitted:

- APPLICANTS MUST UTILISE THE MOST RECENT Z83 APPLICATION FORM WHICH IS OBTAINABLE AT ANY GOVERNMENT DEPARTMENT OR FROM THE WEBSITE – WWW.KZNHEALTH.GOV.ZA
- UPDATED DETAILED CURRICULUM VITAE

2. The Reference Number Must Be Indicated In The Column Provided On The Z83, E.G. X/RAY 01/2022.

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 verification of previous & current employment experience).
4. It is the applicant's responsibility who have a foreign qualification, which is the requirement of the post, that is evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application, Failure to comply will result in the application not being considered.
5. 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.
6. Ladysmith Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution.
7. **Persons with disability are encouraged to apply.**
8. **Please note that no S&T payments will be considered for payment to candidates that are invited for interview.**
9. **ALL APPLICATIONS SHOULD BE FORWADED TO:**

LadysmithHospital.JobApp@kznhealth.gov.za OR

Ladysmith Regional Hospital OR be Hand delivered To: Ladysmith Regional Hospital
Private Bag X 9928 36 Malcolm Road
LADYSMITH Ladysmith
3370 3370

VACANCY

POST	:	Deputy Director: Finance
No. OF POSTS	:	01
CENTRE	:	Ladysmith Regional Hospital
REFERENCE No	:	LRH 06/2024
SALARY	:	R 811 560.00 – R 952 485.00 per annum all-inclusive Package (Consist of 70% basic salary and 30% flexible Portion that may be structured in terms of applicable rules).
OTHER BENEFITS	:	13TH Cheque, (Medical Aid Optional).

MINIMUM REQUIREMENTS:

- Senior Certificate (Grade 12) or equivalent qualification
- BCOM Degree/ Advanced Diploma at NQF level 7 as recognized by SAQA in Financial Management, Financial Accounting or Accounting Science.
- 3-5 years middle managerial experience in a financial field.
- Driver's license
- **CURRENT AND PREVIOUS WORK EXPERIENCE ENDORSED BY HUMAN RESOURCE DEPARTMENT**

NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR.

KNOWLEDGE, SKILLS, TRAINING AND COMPETINCIES.

- Knowledge in budgeting, financial planning and analysis
- Knowledge of Public Finance Management Act, Treasury Regulations and Supply Chain Management Act, Labour Relations Act, Basic Conditions of Employment Act
- Knowledge of Broad-Based Black Economic Empowerment Act
- Knowledge of BAS, Persal and Vulindlela
- Knowledge of Modified Cash Standard.
- Knowledge of IFRS, International Financial Reporting Standard.
- Development of policies and understanding of Human Resource Practices.
- Sound knowledge of Financial Management, Conflict management and Project Management.
- Organisational, Influencing, Analytical and Motivational
- Computer literacy e.g. MS Office suite and Presentation
- Interpersonal relations and Time management
- Planning, Communication – written and oral, Report writing, Supervisory.
- Problem solving and decision making

KEY PERFORMANCE AREAS

- Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital and Clinics business plans, monitor and interpret cash flows and report on financial projections to Hospital Management and other relevant Management officials within the Department.
- Ensure proper responsibility for the management, safeguarding and maintenance of assets and liabilities of the Hospital and Clinics.

VACANCIES IN LADYSMITH REGIONAL HOSPITAL closing date 23 FEBRUARY 2024.

- Take effective and appropriate steps to ensure maximum collection of revenue due to the hospital.
- Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the Hospital and Clinics.
- Monitor and manage the use of budget allocated to the Hospitals and Clinics and ensure that financial regulations/procedures and proper internal controls are in place and adhered to at all times.
- Ensure appropriate management and utilization of resources allocated to the component.
- Analyse, Audit, interpret and consolidate financial data as contain in Accounting Records for financial year, in accordance with accounting procedures and provide financial information that is accurate, concise, reliable and timely to facilitate effective decision-making.
- Develop and implement controls to ensure clean audit outcome and monitor Audit Improvement Plan.
- Lead the Audit process when the institution is being audited by both Internal Auditors and Auditor General of South Africa.
- Ensure clearance of suspense accounts and proper debt management.
- Identify risks and institute control measures to minimize risks in all areas /section that deal, with financial matters.
- Develop and customize guidelines for outsourcing non-core Hospital Functions and train line managers.

ENQUIRIES: Dr M.E.PULE (ACTING CHIEF EXECUTIVE OFFICER) 036-6372111
CLOSING DATE: 23 FEBRUARY 2024

VACANCY

POST	:	Chief Occupational Therapist Grade 1, 2&3
COMPONENT	:	Rehab
NO. OF POST	:	01
CENTRE	:	Ladysmith Regional Hospital
REFERENCE No	:	LRH 07/2024
SALARY	:	GRADE 1: R 520 785.00 – R 578 367.00 GRADE 2: R 595 251.00 – R 658 482.00
OTHER BENEFITS	:	13 TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional)

MINIMUM REQUIREMENTS:

- National Senior Certificate / Grade 12.
- Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Occupational therapist.
- Current registration with the HPCSA as Occupational Therapist.

Grade 01: A minimum of three (03) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist.

Grade 02: A minimum of eight (08) years relevant experience after registration with the Health Professional Council (HPCSA) as Occupational Therapist.

NB: only shortlisted candidates will be required to submit certified document on the day of the interview following communication from HR.

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES

- Sound knowledge and skill in occupational therapy and general diagnostic and therapeutic Procedures.
- Knowledge of departmental administrative tasks.
- Knowledge of ethical code and scope of practice.
- Ability to problem-solving and apply analytical processes to patient care.
- Supervisory skill for junior staff and students.

KEY PERFORMANCE AREAS:

- Quality improvement initiatives: clinical guidelines, teaching and training, audits (core standards, infection control, ideal hospital, etc.).
- Execute all occupational management duties, functions and responsibility to the best of ability and within all applicable legislation
- Manage and provide a high quality promotive and curative occupational therapist services according to patient needs
- Give expert clinical advise and factual information of a professional nature on institutional services
- Provide a consultative occupational therapist services to health professionals and patients
- Monitor and evaluate the occupational services to comply with the valid standards and indicators, implement Quality Assurance Programme for overall effective services
- Develop protocols to ensure that the diets comply with dietary recommendations

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- Make recommendations with regards to policies/strategies for effective functioning of the occupational unit
- Act as a consultant in the patient curative and rehabilitation programmers

**ENQUIRIES: Mr N.R.Fakeni (ASSISTANT DIRECTOR:
PHYSIOTHERAPIST) Tel (036)6372111 CLOSING DATE: 08 March 2024**

VACANCIES IN LADYSMITH REGIONAL HOSPITAL closing date 23 FEBRUARY 2024.

VACANCY

(RE-ADVERTISED THOSE WHO PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY)

POST : Professional Nurse Speciality- Critical/Intensive care

No. OF POSTS : 01

CENTRE : Ladysmith Regional Hospital

REFERENCE No : LRH 08/2024

SALARY : Grade 1: R 431 265.00 – R 497 193.00 per annum.
: Grade 2: R 528 696.00 – R 645 720.00 per annum.

OTHER BENEFITS : 13TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.

APPROPRIATE/RECOGNISABLE EXPERIENCE AFTER REGISTRATION IN THE SPECIALTY IS RECOGNISED TO DETERMINE THE SALARY ON APPOINTMENT. ONLY CERTIFICATE/S OF SERVICE FROM THE PREVIOUS EMPLOYER/S IN THE SPECIALTY IS RECOGNISED FOR THIS PURPOSE.

MINIMUM REQUIREMENTS

- Grade 12 (Senior Certificate)
- Current Registration with SANC (2023/2024).
- Degree/Diploma in General Nursing with Midwifery.
- A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Critical care Nursing Science.
- **Certificate of service endorsed by HR.**

GRADE 1

- A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery and after obtaining the one year Post Basic Qualification in Critical Care Nursing Science

GRADE 2

- A minimum of 14 years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery. At least 10 years of the period mentioned above must be appropriate/ recognizable in Advanced Midwifery and Neonatal Nursing after obtaining the one year Post Basic Qualification in Critical care Nursing Science

NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks.
- Good verbal and written communication and report writing skills.
- Decision making and problem solving skills.
- Conflict management and negotiation skills.
- Project Management skills.
- Good knowledge of Cardiac conditions.
- Basic computer skills.
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VACANCIES IN LADYSMITH REGIONAL HOSPITAL closing date 23 FEBRUARY 2024.

KEY PERFORMANCE AREAS

- Provide comprehensive, quality nursing care to patients/clients in a Critical Care unit in a cost effective, efficient manner.
- Assist in planning, organising and monitoring of objectives of the specialised unit.
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- Able to plan and organise own work and that of support personnel to ensure proper nursing care.
- Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
- Work as part of the multidisciplinary team to ensure good nursing care.
- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.
- Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction.
- Participate in the analysis and formulation of nursing policy & procedures.).
- Assist in EPMDS evaluation of staff, within the unit and participate in the monitoring of training and development of staff.
- Participate in the analysis and formulation of nursing policies and procedures.
- Provide direct and indirect supervision of all staff within the unit and give guidance.
- Order appropriate level of consumables and monitor utilization.
- Ensure that all equipment in the unit is adequate and is checked and in working order.
- Provide for a safe, therapeutic and hygienic environment.
- Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences.
- Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures.
- Monitor and evaluate the care and management of all Patients and ensure the maintenance of accurate and complete patient records.

**ENQUIRIES: MRS. T.M. BUTHELEZI 036-6372111 CLOSING DATE: 23
FEBRUARY 2024**

Original signed available on request

Dr M.E.PULE
ACTING CHIEF EXECUTIVE OFFICER
LADYSMITH REGIONAL HOSPITAL
DATE: _____