TO: HEADS OF ALL DEPARTMENTS

VACANCIES IN LADYSMITH REGIONAL HOSPITAL

CIRCULAR MINUTE: LH 08/2020

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. The following documents must be submitted:
   - Application for Employment Form (Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za
   - Certified copy of Identity Document.
   - Updated Curriculum Vitae with full record of service.
   - Certified Copy of Highest Educational Qualifications

2. The Circular Minute Number must be indicated in the column provided on the Z83, e.g. HRM 2/2011.

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 previous experience employment verifications).

4. Please note that 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, please accept that your application was unsuccessful.

5. Ladysmith Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution.

6. Persons with disability are encouraged to apply.

9. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

10. ALL APPLICATIONS SHOULD BE FORWARDED TO:
    The Hospital Manager: Applications
    Ladysmith Hospital
    Private Bag X 9928
    LADYSMITH
    3370
RE-ADVERTISEMENT

VACANCY

POST: PROFESSIONAL NURSE GRADE1/2 SPECIALITY (1 POST)

COMPONENT: PSYCHIATRY

CENTRE: LADYSMITH HOSPITAL

REFERENCE: NURS 15/2020

SALARY:
GRADE 1: R 383 226.00 – R 444 276.00
GRADE 2: R 471 333.00 – R579 696.00

13th cheque, 8% inhospitable rural allowance, Medical Aid (optional)

Housing allowance (employee must meet prescribed requirement)

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)
- Proof of current registration with SANC as a Professional Nurse with Psychiatric Nursing Science (2020)
- Diploma/Degree in nursing or equivalent qualification
- A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Psychiatric Nursing Science (Advanced Psychiatry)
- 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 Psychiatric Nursing Science (Advanced Psychiatry)
- GRADE 2: A minimum of 14 years appropriate/recognizable experience after registration with SANC as a General Nurse and psychiatry. At least 10 years of the period mentioned above must be appropriate/recognizable in Psychiatric Nursing Science after obtaining the one year Post Basic Qualification in Psychiatric Nursing Science
- Certificate of service endorsed by Human Resource department

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices
- Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility
- Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required
- Work as part of the multi-disciplinary team to ensure good nursing care
- Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences
- Able to plan and organize 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 patients needs requirements and expectations (Batlo-Pele)

KEY PERFORMANCE AREAS

- Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care)
- Implement standards, practices, criteria and indicators for quality nursing (quality practice)
- Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care
- Maintain a constructive working relationship with nursing and other stakeholders
- Utilize human, material and physical resources efficiently and effectively
- Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the Institution

ENQUIRIES: MRS. T.M. BUTHELEZI 036-6372111  CLOSING DATE: 17 JULY 2020

MR. B.L MSIBI
CHIEF EXECUTIVE OFFICER
RE-ADVERTISEMENT

VACANCY

POST: OPERATIONAL MANAGER GENERAL– NIGHT DUTY (1 POST)
CENTRE: LADYSMITH REGIONAL HOSPITAL
REFERENCE: NURS 13/2020
SALARY: GRADE 1: R444 276.00 – R500 031.00 P.A
       GRADE 2: R515 040.00 – R579 696.00 P.A
BENEFITS: 13th cheque, 8% inhospitable rural allowance, Medical Aid
           (Optional) Housing allowance (employee must meet prescribed
           requirements)

REQUIREMENTS:

- Senior Certificate (Grade 12).
- Degree / Diploma in General Nursing, Midwifery and Psychiatry.
- Proof of current registration with SANC in General Nursing, Midwifery and Psychiatry (2020).
- A minimum of 7 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

PROOF OF CURRENT AND PREVIOUS WORK EXPERIENCE AND CERTIFICATE OF SERVICES ENDORSED BY HUMAN RESOURCE DEPARTMENT

RECOMMENDATIONS

- Degree/Diploma in Nursing Management would be an advantage.

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES:

- Knowledge of nursing Legislation and related legal and ethical Nursing Practices.
- Good verbal and written communication and report writing skills.
- Leadership, organizational, decision making and problem solving skills.
- Knowledge of legal frame work and prescripts within the Department of Health.
- Conflict management and negotiation skills.
- Sound knowledge of Labour Relations procedures / processes.
- Knowledge of Batho Pele principles and Patients’ Rights Charter.

KEY PERFORMANCE AREAS:

- Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
- Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.
- Maintain constructive working relationship with nursing and other stakeholders.
- Coordinate and monitor the implementation of nursing plan and evaluation thereof.
- Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution.
- Ensure the effective and efficient utilization of allocated resources, including staff development.
- Maintain discipline in all Labour related issues, grievances in terms of laid down procedures and policies.
- Provide direct and indirect supervision of all staff within the institution.
- Ensure data management is implemented and monitored.
- Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts.
- Maintain accurate and complete patient records.

ENQUIRIES: MRS. T.M. BUTHELEZI 036-6372111 CLOSING DATE: 17 JULY 2020

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Mr. B.L Msibi
Chief Executive Office
RE-ADVERTISEMENT
VACANCY

POST: OPERATIONAL MANAGER GENERAL- OPD
CENTRE: LADYSMITH REGIONAL HOSPITAL
REFERENCE: NURS 14/2020
SALARY: GRADE 1: R444 276.00 – R500 031.00 p.a
GRADE 2: R515 040.00 – R579 696.00 P.A
BENEFITS: 13th cheque, 8% inhospitable rural allowance, Medical Aid
(Optional) Housing allowance (employee must meet prescribed requirements)

REQUIREMENTS:

• Senior Certificate (Grade 12).
• Degree / Diploma in General Nursing, Midwifery and Psychiatry.
• Proof of current registration with SANC in General Nursing, Midwifery and Psychiatry (2020)
• A minimum of 7 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
• PROOF OF CURRENT AND PREVIOUS WORK EXPERIENCE AND CERTIFICATE OF SERVICES ENDORSED BY HUMAN RESOURCE DEPARTMENT

RECOMMENDATIONS

• Degree/Diploma in Nursing Management would be an advantage.

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES:

• Good verbal and written communication and report writing skills.
• Leadership, organizational, decision making and problem solving skills.
• Knowledge of legal framework and prescriptions within the Department of Health.
• Conflict management and negotiation skills.
• Knowledge of code of conduct and Labor Relations procedures / processes.
• Knowledge of Batho Pele principles and Patients’ Rights Charter.

KEY PERFORMANCE AREAS:

• Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
• Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.
• Maintain constructive working relationship with nursing and other stakeholders.
• Coordinate and monitor the implementation of nursing plan and evaluation thereof.
• Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution.
• Demonstrate an understanding of Human Resource and Financial Management Policies and procedures.
• Maintain discipline in all Labour related issues, grievances in terms of laid down procedures and policies.
• Facilitate the smooth running of all nursing programs and specialty clinics within the outpatient department.
• Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts.
• Provide for in-house escort services.
• Ensure Quality Data Management and utilization

ENQUIRIES: MRS. T.M. BUTHELEZI  036-6372111  CLOSING DATE: 17 JULY 2020

MR. B.L. MSIBI
CHIEF EXECUTIVE OFFICER
VACANCY

POST: MEDICAL OFFICER –INTERNAL MEDICINE
CENTRE: LADYSMITH REGIONAL HOSPITAL
REFERENCE: MED 06/2020
OTHER BENEFITS: 18% In hospitable Rural Allowance of basic Salary, Commuted Overtime
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

SALARY AND APPOINTMENT REQUIREMENTS

- Senior certificate (Grade 12) or equivalent qualification
- **Medical Officer GR1:** R821 205.00 – R884 670.00 p.a. (All-inclusive package) Appropriate qualification in the Health Science – MBCHB plus current registration with HPCSA as a Medical Officer
- **Medical Officer GR2:** R938 964.00 – R1 026 693.00 p.a. (All-inclusive package) Appropriate qualification in the Health Science – MBCHB plus 5 years’ experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer
- **Medical Officer GR3:** R1 089 693.00 – R1 362 366.00 p.a. (All-inclusive package) Appropriate qualification in the Health Science – MBCHB plus 10 years’ experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES

- Sound clinical knowledge, competency and skills in a clinical domain.
- The ability to work under supervision within a large team environment
- Good communication, leadership, interpersonal, and supervisory skills.
- Ability to manage patients independently, diligently, responsibility and engage when necessary.
- Ability to deal with all medical emergencies.
- Knowledge of current health policies, legislation, programmes and priorities within the domain
- Ability to teach, guide and junior staff within the department.

KEY PERFORMANCE AREAS

- Management of Inpatient and Outpatient Internal medicine patients
- Participate in the Commuted Overtime dispensation
- Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients within Emergency Unit
- Participate in Clinical Governance activities e.g. Mortality and Morbidity meetings, Clinical audits, Medical Records Review, participate in Resuscitation committee and PTC committee.
- Assist in the preparation and implementation of Standard Treatment Guidelines and Protocols.
- Participate in academic and training programmes.
- Provide support to the Head of Clinical Unit in ensuring an efficient standard of patient care and services is maintained.

ENQUIRIES: DR. M. PULE  036 6372111    CLOSING DATE: 17 JULY 2020

MR. B.L MSIBI
CHIEF EXECUTIVE OFFICER
VACANCY

POST: MEDICAL OFFICER – ORTHOPAEDICS
CENTRE: LADYSMITH REGIONAL HOSPITAL
REFERENCE: MED 05/2020
OTHER BENEFITS: 18% Inhospitable Rural Allowance of basic Salary, Commuted Overtime

The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

SALARY AND APPOINTMENT REQUIREMENTS

- Senior certificate (Grade 12) or equivalent qualification
- **Medical Officer GR1:** R821 205.00 – R884 670.00 p.a. (All-inclusive package) Appropriate qualification in the Health Science – MBCHB plus current registration with HPCSA as a Medical Officer
- **Medical Officer GR2:** R938 964.00 – R1 026 693.00 p.a. (All-inclusive package) Appropriate qualification in the Health Science – MBCHB plus 5 years’ experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer
- **Medical Officer GR3:** R1 089 693.00 – R1 362 366.00 p.a. (All-inclusive package) Appropriate qualification in the Health Science – MBCHB plus 10 years’ experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Sound clinical knowledge, competency and skills in a clinical domain.
- The ability to work under supervision within a large team environment
- Good communication, leadership, interpersonal, and supervisory skills.
- Ability to manage patients independently, diligently, responsibility and engage when necessary.
- Knowledge of current health policies, legislation, programmes and priorities within the domain
- Ability to teach, guide and junior staff within the department.
- Candidate must be able to operate independently on patients with simple orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment.
- Preference will be given to candidates who wish to specialise in orthopaedics in future.
- Preference will be given to applicants who have successfully completed the primary and/or intermediate exams of the College of Medicine in Orthopaedics of South Africa

KEY PERFORMANCE AREAS

- Provide orthopaedic care to patients with orthopaedic conditions, especially trauma.
- Provide orthopaedic services to the trauma unit and elective orthopaedic services.
- Be responsible for basic operations, especially for bone and soft tissue trauma.
• To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct out-patient clinics in the hospital.

• Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained.

• Doctors have to be available after hours to provide relevant emergency cover as required.

• Clerk all admissions and compile discharge summaries.

• Be responsible for all letters and assist patients with SASSA forms and medicolegal issues and forms.

• Conduct research in the field of orthopaedics.

• The incumbent will also be responsible for teaching of medical, paramedical and nursing staff.

• Prepare and attend Mortality and Morbidity meetings as required.

ENQUIRIES: DR. M. PULE  036 6372111    CLOSING DATE: 17 JULY 2020

MR. B.L MSIBI
CHIEF EXECUTIVE OFFICER
RE- ADVERTISEMENT

VACANCY

POSTS : MEDICAL SPECIALIST – PAEDIATRIC
CENTRE : LADYSMITH HOSPITAL
REF. : SPEC 05/2020
OTHER BENEFITS : 18% In hospitable Rural Allowance of Basic
Salary, commuted overtime, the all inclusive package consists
of 70% basic salary and 30% flexible portion that may be
structured in terms of the applicable rules.

SALARY AND APPOINTMENT REQUIREMENTS
- Senior certificate (Grade 12) or equivalent qualification
- Medical Specialist GR1 – R1 106 040.00 – R1 173 900.00p.a (All inclusive package).
  Appropriate qualification in the relevant discipline that allows registration as a specialist with
  HPCSA plus current registration with HPCSA (2020)
- Medical Specialist GR2 – R1 264 623.00 – R1 342 230.00p.a. (All inclusive package)
  Appropriate qualification in the relevant discipline that allows registration as a specialist with
  HPCSA plus current registration with HPCSA (2020) and 5 years appropriate experience as
  Medical Specialist after registration with HPCSA in the relevant discipline
- Medical Specialist GR3 – R1 467 651.00 – R1 834 890.00p.a. (All inclusive package)
  Appropriate qualification in the relevant discipline that allows registration as a specialist with
  HPCSA plus current registration with HPCSA (2020) and 10 years appropriate experience as
  Medical Specialist after registration with HPCSA in the relevant discipline.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED
- Sound knowledge of clinical concept within the Paediatric discipline
- Good operative skills to carry out advanced clinical services
- Research and organizational ability
- Ability to supervise and teach junior staff
- Conflict management
- Management skills

KEY PERFORMANCE AREAS
- Training of undergraduate and post graduate medical students
- Participate in formal teaching as required by the Department
- The incumbent will represent the Department where requested by the Department and the
  Hospital Manager
- Will promote and ensure community orientated clinical services
- Control and management of clinical services as delegated
- Maintain necessary discipline over staff under his/her control
- Attend to administrative matters as pertains to the unit
- Conduct out-patient clinics and provide expert opinion
- Provide outreach to surrounding PHC clinics and the two District Hospitals which refer to
  Ladysmith Hospital

ENQUIRIES: DR. M.E. PULE 036 637 2111; CLOSING DATE: 17 JULY 2020

MR. B.L MSIBI
CHIEF EXECUTIVE OFFICER