TO HEADS OF ALL INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of the Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Also notify all candidates who qualify for the posts in this circular minute even if they are absent from their place of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
   (a) Application for employment form (Z83), obtained from any Public Service Department OR from www.kznhealth.gov.za.
   (b) Certified copies of ID and highest educational qualifications- not copies of certified copies.
   (c) Curriculum Vitae
   (d) Verified proof of current and previous experience

2. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2018

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

3. Applications are respectfully informed that, if no notification of Appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Correspondence will be limited to shortlisted candidates only.

4. Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications.

5. The appointment is subject to the positive outcomes obtained from the following checks: Security Clearance, Qualifications (SAQA), Citizenship and Previous Experience Verification.

6. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum that of the advertised post are free to apply.

7. (This institution is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of the Department.) People with disability should feel free to apply.

8. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for interview.

CLOSING DATE FOR ALL APPLICATIONS: 31 July 2020

Applications should be posted to: The Recruitment Officer OR Hand deliver to: HR Office No. 3
Madadeni Hospital Madadeni Hospital
Private Bag x 6642 Private Bag x 6642
Newcastle Newcastle
2940 2940

Original copy signed and is available on request
THE CHIEF EXECUTIVE OFFICER
(Madadeni Provincial Hospital)
POST : HEAD CLINICAL UNIT (ANAESTHETIC)
NO. OF POST : 01
EQUITY TARGET : AFRICAN MALE
CENTRE : MADADENI HOSPITAL
REFERENCE NO. : MAD13/2020
SALARY : R1 728 807.00 – R1 834 890.00 P.A. (all-inclusive salary package)
OTHER BENEFITS : 18% Inhospitable Area Allowance and Commuted Overtime

MINIMUM REQUIREMENTS FOR THE POST

- MBChB degree or equivalent qualification PLUS FC (ANAESTESIA) and M Med ANAESTESIA
- Registration Certificate with HPCSA as a Medical Specialist (ANAESTESIA)
- Current registration with HPCSA as Medical Specialist (2020 Receipt)
- A minimum of 3 Years’ experience after registration with HPCSA as Medical Specialist in (ANAESTESIA).
- Proof of current and previous work experience endorsed by HR (Certificate of Service)

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Knowledge of appropriate specialist procedures and protocols within the field of expertise
- Knowledge of legislative prescripts governing the public service
- Human resources management, financial management and general administrative skills
- Control of budget, monitoring expenditure and project management
- Computer literacy in MS Outlook, Excel, Word and PowerPoint
- Report writing, presentation and teaching skills
- Strategic capability and leadership skills
- Problem solving, project management and change management
- Concern for excellency, courtesy and interpersonal skills
- Awareness of cross-cultural differences

KEY PERFORMANCE AREAS/RESPONSIBILITIES

- Render efficient and cost-effective ANAESTESIA clinical services to patients managed by Madadeni Hospital and its drainage sites
- Support all the other disciplines to render quality Intensive Care Unit clinical services
- Deliver effective and efficient administration of the ANAESTESIA department
- Plan and partake in the training of staff including Nurses, Clinical Support Personnel, Medical Officers, Interns and undergraduate Medical students and also support relevant clinical research and clinical trials.
- Provide clinical leadership, guidance and expertise in management of ANAESTESIA theatre cases
- Conduct in-patient ICU clinical services consultation services and provide expert opinion where required.
- Provide vision, strategic direction and inspire employees to deliver excellent, quality health services
- Manage the performance of allocated human resources
- Ensure that working environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity
- Formulate and manage protocols in accordance with department of health policies that will have a positive impact on staff and ensure that staff is aware and adhere to protocols
- Compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis
- Provide measures and guidance on quality assurance to comply with set quality standards as laid out in the legislated norms and standards, including clinical protocols, clinical audits, patient safety incidents, mortality and morbidity reports
- Generate reports, plans, presentations, and perform other administrative duties attached to this position
- Improve management of referrals
- Maintain clinical, professional and ethical standards
ENQUIRIES: Dr HA Hlela ___________________ CONTACT NO.: 034 328 8007

CLOSING DATE: 31 July 2020