



Date: 21 September 2021

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) **New (Z83) form, fully completed and signed, obtainable from any Public Service Department, failing which your application will not be considered.**
 - (b) **Certified copies of ID and highest educational qualifications- not copies of certified copies.**
 - (c) **Curriculum Vitae**
 - (d) **Verified proof of current and previous work experience from your employers.**
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 01/2021**

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. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, 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. 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: 15 October 2021

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

Original signed and available on request

THE CHIEF EXECUTIVE OFFICER
MRS H.S.L KHANYI

THOSE WHO PREVIOUSLY APPLIED NEED NOT RE-APPLY

POST	:	PUBLIC RELATIONS OFFICER
SALARY LEVEL	:	09
EQUITY TARGET	:	AFRICAN MALE
CENTRE	:	MADADENI HOSPITAL
NO. OF POSTS	:	01
REFERENCE	:	MAD 15/2021
SALARY NOTCH	:	R376 596.00 – R454 920.00 per annum
OTHER BENEFITS	:	13th Cheque, Medical Aid Optional & Home Owners Allowance (Employee must meet prescribed requirement)

MINIMUM REQUIREMENTS

- National Diploma/ Degree in Public Relations / Communication Sciences
- Minimum of 3 – 5 years appropriate/recognisable experience in a relevant environment.

RECOMMENDATION

- Driver's license

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED:

- Knowledge of relevant legislations governing the Public Service / Communication Sciences
- Excellent communication, computer, organizing, planning, negotiation and problem solving skills
- Ability to arrange and organize conferences, information session and interview with the media
- Good communication skills both verbal and non-verbal
- Ability to establish and promote relations with the media, staff, patients and other stakeholders
- Fluency in isiZulu and English
- Ability to promote and maintain a positive image of the hospital and also keep employees of the hospital informed of the latest policies and new development

KEY PERFORMANCE AREAS

- Promote and maintain a positive image of the hospital with the public and all relevant stakeholders
- Ensure that the staff and community are aware of the current events in the hospital by distributing print material, updating the notice board, taking photographs at functions and for support of articles, identifying newsworthy items for house magazines, receiving publication to all areas of the institution and related clinics, maintaining an updated postage list and ensuring copies are sent to targeted people and establish District and Head Office contacts within the Department of Health.
- Maintain good relations with the media
- Arrange and facilitate patient & staff satisfaction survey
- Advice management on strategic communication matters such as hospital strikes and patients complaints
- Develop pro-active contingency measures to support the hospital to achieve its strategic goals
- Sensitize business and patients, communities of the role of the institution
- Establish relationship with other Hospitals
- Control notice board and suggestion boxes
- To develop, execute and monitor health care programmes
- Identify public opportunities for the institution
- Co-ordinate, implement and report on National Core Standards
- Ensure feedback to management and staff through information network system

CLOSING DATE: 15 OCTOBER 2021