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 01/2019

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:  30 August 2019

Applications should be posted to: The Recruitment Officer OR Hand deliver to: HR Office No. 3

Madadeni Hospital
Private Bag x 6642
Newcastle
2940

Original copy signed and is available on request

THE CHIEF EXECUTIVE OFFICER
(Madadeni Provincial Hospital)
POST: MEDICAL OFFICER (GRADE 1-3) (ORTHOPAEDICS)
EQUITY TARGET: AFRICAN MALE
NO. OF POSTS: 02
CENTRE: MADADENI HOSPITAL
REFERENCE: MAD 37/2019

SALARY (all-inclusive packages)
Medical Officer Grade 1: R821 205.00 – R884 670.00 per annum
Medical Officer Grade 2: R983 964.00 – R1 026 693.00 per annum
Medical Officer Grade 3: R1 089 693.00 – R1 362 366.00 per annum

OTHER BENEFITS
• The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

MINIMUM REQUIREMENTS POST
• MBChB degree or equivalent qualification PLUS
• Proof of current registration with HPCSA (2019 Receipt)
• Certificate of current registration with the HPCSA as a Medical Practitioner.
• Certificate of Service (Proof of Work Experience) from previous and current employer endorsed and stamped by HR must be attached.

EXPERIENCE
Medical Officer Grade 1: No experience required from South African qualified employees.
One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Medical Officer Grade 2: Five(5) years’ relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner.
Six (6) years’ relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Medical Officer Grade 3: Ten (10) years’ relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner.
Eleven (11) years’ relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

KNOWLEDGE, SKILLS AND COMPETENCIES
• Sound knowledge of clinical and patient management skills, human resource management, information management and quality assurance programs.
• Current health and public service legislation, regulation and medical ethics.
• Good communication skills.

KEY PERFORMANCE AREAS (KRAs)
• Clinical \ and administration duties \ responsibilities for the respective section.
• Implement quality standards and practices and practices and treatment protocols to ensure correct and effective management of patient
• Examination, diagnosis and treatment of patients in Orthopaedic OPD, Orthopaedic clinic and wards
• To identify health care needs and communicate these to seniors for development of policies, methods and procedures.
• Facilitation of staff training and on-going medical education
• After- hours participation in call rosters
• Active involvement in the pre-operative assessment of patients
• Assist senior doctors during operations
• Active participation in handling of minor orthopaedic procedures

ENQUIRIES: DR SPB KHETSI ______________________________ CONTACT NO.: 034 328 8000

Closing Date: 30 AUGUST 2019