TO ALL HEADS OF DEPARTMENTS
CIRCULAR MINUTES MBO 08/2020
VACANCIES AT MBONGOLWANE HOSPITAL

The content of this circular minute must be brought to the notice of all officers concerned and employees on your establishment without delay, including those in region/district offices. The institution must notify all candidates who qualify for post in this circular minutes even if they are absent from their normal places of work.

DIRECTION TO THE CANDIDATES

1. The following documents must be submitted:
   (a) Application for employment form (Z83) which is obtainable at any government department or from the website www.kznhealth.gov.za
   (b) Recent certified copies of educational qualifications, identity/passport documents, professional registration certificate and certificate/s of service from previous employer/s (it is the applicant responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and not copies of certified copies.
   (c) A detailed Curriculum Vitae

2. The reference number and position for which you are applying (as stated in the advert) must be clearly indicated in the column provided on the form z83

NB: FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL DISQUALIFY APPLICANTS.

3. Persons with disabilities are encouraged to apply for the posts.

4. NB: Please note that due to large number of applicant anticipated, individual applications will not be acknowledged, however, should you receive no response within six weeks from the closing date of the advertisement; consider your application as unsuccessful. Due to budgetary constrains, subsistence and traveling expenses will not be paid.

5. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Education Qualification by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC)

6. The Department reserves the right not to fill the post/s

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of occupational categories in the department

NB: Please note that successful candidate will be required also to provide medical coverage even during week days

NB: Due to financial constraints S&T will not be paid to those who attend interviews at Mbongolwane Hospital

Closing Date: 26th of June 2020
ADVERTISEMENT OF POST

POST: Medical Officer Grade 1, 2 and 3
CENTRE: Mbongolwane District Hospital
TOTAL NO OF POST: 01
REFERENCE NO: MBO 08/2020
SECTION: MEDICAL

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

BENEFITS: FIXED COMMUTED OVERTIME (CONDITIONS APPLY)

MINIMUM REQUIREMENTS:

- Senior certificate/Matric or equivalent
- MBChB degree or equivalent qualification PLUS
- Proof of current registration with HPCSA as a Medical Practitioner
- Certificate of registration with HPCSA as a Medical Practitioner
- Certificate of service from current/previous employers stamped by HR must be attached

EXPERIENCE AND SALARY

Medical Officer Grade 1: R821 205.00 – R 884 670.00 p.a (All inclusive package)
Experience: No experience required.
Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, a required in South Africa.

Medical Officer Grade 2: R938 964.00 – R 102 6693.00 p.a (All inclusive package)
Experience: 5 years relevant experience after Registration with the HPCSA as a Medical Practitioner.
Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom it is not required to perform Community Service, a required in South Africa.

Medical Officer Grade 3: R109 8693.00 – R 136 2366.00 p.a (All inclusive package)
Experience: 10 years relevant experience after registration with HPCSA as a Medical Practitioner.
Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, whom it is not required to performed Community Service, as required in South Africa

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED

- Knowledge of current health legislations and policies at public institutions.
- Knowledge of national quality standards relating to primary health care.
- Sound knowledge of National HAST Programme.
- Sound knowledge of Maternal and Child Health.
- Knowledge on information management and quality improvement strategies.
- Ability to function with Multidisciplinary team.
- Sound knowledge and clinical skills to function with District Health System.
- Excellent human, communication and leadership skills.
- Good team building and problem solver.
• Good communication and interpersonal skills.
• Willingness to teach and supervise junior and clinical and allied staff.

**KEY PERFORMANCE AREAS:**

• Clinical responsibility including examination, investigation, diagnosis, and oversee treatment of patients in OPD/casualty, Maternity, Paediatric and adult wards
• Perform necessary and appropriate emergency lifesaving procedures
• Diagnose and facilitate referrals to higher level of care
• Provision of quality patient centered care.
• Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care.
• Ensure proper hand over of critically ill patients when going off duty.
• Provide preventive health interventions and measures to promote health care.
• Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice.
• Performance of required administrative duties.
• Collaboration with medical practitioners and other health care workers in neighboring health institutions.

**NB:** IF YOU HAVE NOT BEEN CONTACTED WITHIN FOUR (4) WEEKS HEREOF, PLEASE CONSIDER YOUR APPLICATION AS BEING UNSUCCESSFUL

**Enquiries:** Dr OA Olowe
**Telephone:** 035 4766242 ext. 1113

Applications should be forwarded to:

Chief Executive Officer OR Hand Deliver to:
Private Bag x126 Mbongolwane District Hospital
Kwa-PETT
3820

**Attention:** Human Resource Practices

**Closing date:** 26th of June 2020