VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in regional/ district offices. Institutions must notify all employees who qualify for posts in this circular minute even if they are absent from their normal places of work.

All applications should be forwarded to: The Chief Executive Officer, Mahatma Gandhi Memorial Hospital, Private Bag X 13, Mount Edgecombe, 4300, for the attention of Human Resource Manager

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:-

   (a) Application for Employment Form (Form Z83), obtainable from any Public Service Department or from the website – www.kznhealth.gov.za.
   (b) Certified copies of highest educational qualifications and/ or professional registration certificate – copies of certified copies will not be accepted.
   (c) Curriculum Vitae.
   (d) Certified copy of the Identity Document.
   (e) Faxed or Scanned copies of the application will not be accepted
   (f) Certified copies of Certificate of Service must be attached to your application.

2. The Circular Minute Number must be indicated in the column provided on the form Z83, e.g. Circular Minute Number MGMH 74/ 2016.

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

3. Please note that due to the large number of applications we envisage to receive; only short listed candidates will be contacted. If you have not been contacted within one (01) month after the closing date, please accept that your application was unsuccessful.

4. Please note that a pre-employment screening and verification process, including CIPC verification will be undertaken.

5. Due to financial constraints, NO S & T claims will be considered for the payment to the candidates that are invited for interview.

The closing date for submission of applications is 03 July 2020

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

ORIGINAL SIGNED BY ACTING CEO

ACTING CHIEF EXECUTIVE OFFICER
MAHATMA GANDHI MEMORIAL HOSPITAL
POST : MEDICAL SPECIALIST (FAMILY MEDICINE) GRADE 1, 2&3

NO. OF POSTS : 01

CENTRE : MAHATMA GANDHI MEMORIAL HOSPITAL

REFERENCE NO. : MGMH 10/2020

SALARY : Grade 01: R1 106 040.00 – R1 173 900.00 (All- inclusive package)
          Grade 02: R1 264 623.00 – R1 342 230.00 (All- inclusive package)
          Grade 03: R1 467 651.00 – R1 834 890.00 (All- inclusive package)

MINIMUM REQUIREMENT:

- MBCHB or equivalent qualification, plus
- Appropriate qualification that allows for registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine.
- Current registration with HPCSA as a Medical Specialist in Family Medicine.
- Unendorsed valid Code B driver’s licence (Code 08).

EXPERIENCE:

- **Grade 1**: No experience required after registration with HPCSA as Medical Specialist
- **Grade 2**: Five (05) years appropriate experience after registration with HPCSA as Medical Specialist
- **Grade 3**: Ten (10) years appropriate experience after registration with HPCSA as Medical Specialist

N.B: Proof of current and previous work experience endorsed and stamped by HR Department must be attached

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES

- Sound clinical knowledge and experience in the Family Medicine.
- Competence in the clinical evaluation of patients, interpretation of special investigations and effective, efficient, safe, timely, patient oriented, equitable care.
- Knowledge of current Health and Public Service legislation, regulation and policy including medical ethics, epidemiology and statistics.
- Good communication, leadership, decision-making and clinical skills.
- Ability to mentor junior staff and participate in continuing professional development
KEY PERFORMANCE AREAS

- Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of clinical and customer care (patient perspective).

- Provide a full package of district hospital services.

- Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the institution and referring facilities.

- Ensure clinical governance within the discipline. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits, etc.)

- Plan and provide continuous medical education to multidisciplinary team members.

- Manage and direct performance of junior staff within the area of control. (Manage EPMDS of junior staff)

- Align clinical service delivery plans with hospital plans and priorities.

- Ensure compliance with National Core Standards.

- Participate in the extended management activities.

- Develop and participate in the outreach programme.

- Ensure a functional referral system.

- Actively participate in the academic programme run by the Department of Health/UKZN for the postgraduate training of registrars.

- Coordinate the Family Medicine internship programme at the institution

- Co-ordinate clinical teaching and supervision of undergraduate and postgraduate students.

- Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congress.

- Render an efficient and cost-effective health service to patients managed by the institution.

- Deliver an effective and efficient administration within the discipline.

- Maintain satisfactory clinical, professional and ethical standards in the department.

- Participate in commuted overtime and coordinate call rosters within the discipline.

N.B: Candidates who have successfully attained the FCFP and/or MMED. Fam. Med by 30 June 2020 and awaiting specialist registration with the HPCSA will be considered for this post

ENQUIRIES: Dr C Persad

CLOSING DATE: 03 JULY 2020

KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING