TO HEADS OF ALL INSTITUTIONS

The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the posts are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO 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. A detailed Curriculum Vitae (CV); and.
   c. Recently certified copies of identity/passport documents; all educational qualifications; professional registration certificates and certificates of service from previous employers. NB: It is the applicants’ responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA) – and not copies of certified copies.
   d. Faxed or emailed applications will not be accepted.

2. Applicants applying for more than one (1) post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post.

3. The reference number and position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83.

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

5. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship and previous experience verifications).

6. The successful candidate would be required to sign a performance agreement within (3) months of appointment.

7. Non-South African citizen applicants must have valid work permit and proof must be attached thereof.

8. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful.

9. Persons with disabilities are encouraged to apply for the post.

10. The department reserves the right not to fill the post.

Failure to comply with the above instructions will disqualify applicants.

(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.)

CLOSING DATE FOR APPLICATIONS: 20 July 2020

Signed copy available on request.

Mrs BR Msomi
Chief Executive Officer
POST : Medical Specialist – Family Physician (1 Post)

COMPONENT : Montebello Hospital

REFERENCE : MONT 08/2020

NO. OF POSTS : 01

Other benefits : 18% Rural Allowance of Basic Salary and Commuted Overtime.

Grade 1
Salary : R 1 106 040 per annum (All-inclusive package)
This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

MINIMUM REQUIREMENTS
- Senior Certificate PLUS
- Appropriate qualification in Health Science-MBCHB, PLUS.
- Current registration with HPCSA as a Specialist in Family Medicine

Grade 2
Salary : R 1 264 623 per annum (All-inclusive package)
This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

MINIMUM REQUIREMENTS
- Senior Certificate PLUS
- Appropriate qualification in Health Science-MBCHB, PLUS.
- Current registration with HPCSA as a Specialist in Family Medicine, PLUS
- Five (5) years’ experience after registration with HPCSA as a Specialist in Family Medicine.

Grade 3
Salary : R 1 467 651 per annum (All-inclusive package)
This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

MINIMUM REQUIREMENTS
- Senior Certificate PLUS
- Appropriate qualification in Health Science-MBCHB, PLUS.
- Current registration with HPCSA as a Specialist in Family Medicine, PLUS
- Ten (10) years’ experience after registration with HPCSA as a Specialist in Family Medicine.

NB: Proof of current and previous experience endorsed by HR must be attached as proof of experience.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED
- The incumbent should have sound knowledge and clinical skills in the management of chronic and acute medical patients.
- Knowledge and skills in Adult and Paediatric Emergency Resuscitative intervention.
- Demonstrate the ability to supervise and teach junior staff (example students, interns, doctors and registrars).
- Demonstrate the ability to work as part of multidisciplinary team.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
- Have sound communication skills.
- Have good negotiation, planning and organizing skills.
- Demonstrate good interpersonal skills.
- Good knowledge, skill and experience in evaluating surgical patients and performing minor district level diagnostic and therapeutic surgical procedures like biopsy, reduction of simple closed fractures etc.
- Should have sound knowledge in reproductive health and child health.
- Be able to perform tubal ligation, assisted delivery and caesarean section.
- Sound knowledge of the South African relevant clinical guidelines and protocols.
- Basic knowledge and experience in anesthesia and critical care.
- Sound knowledge in the management of the trauma and poly trauma patient.
- Sound understanding in the principle of management of patients with common orthopedic condition like fractures and dislocation.
- Be able to conduct regular clinical audits and undertake quality improvement projects.
- Good leadership skills and computer literate.

**KEY PERFORMANCES AREAS:**
- Participate in Outpatient and inpatient clinical responsibilities with after hour call duty participation.
- Maintaining clinical, professional and ethical standards in the institution.
- Participate in Management and Administrative duties as delegated by CEO.
- Involvement in Postgraduate and Undergraduate support, supervision, training and development in consultation with the family medicine department of UKZN.
- Participate in the academic programme, including research and outreach programme to the communities.
- Be involved in the active supervision and mentorship of students, interns, junior doctors and other clinical staff in the institution.
- Perform emergency and elective surgical procedure/operation like caesarean section (C/S), tubal ligation and biopsy etc.
- Development and implementation clinical guidelines and protocols in the management of patients.
- To communicate, implement and monitor National clinical guidelines and protocols ensuring optimum care e.g. TB/MDR-TB/HIV and AIDS and Mental health guidelines.
- To conduct regular clinical audits and develop quality improvement programs to improve clinical outcome and patients satisfaction in the hospital.
- To ensure co-ordination of various clinical and support services so that functions are performed within a multidisciplinary approach to allow for total patient care.
- To liaise with the various referral facilities in the district to ensure continuity of care.
- Conduct detailed studies/research of disease patterns and outcomes at Montebello Hospital.
- Manage community based medicine – household profiling, community disease profiling, WBOT, School Health Teams, CCG’s door to door etc.
- Monitor enrolment to CCMDD programme.
- Health Patient Registration System.
- Accelerate NHI project.
- Involvement in Sukuma Sakhe activities.
- Participate in information management meetings.
- Participate in the development of Operational Plans.
- Chairing of clinical governance committee and all sub-committees.

**ENQUIRIES:** Mrs BR Msomi Tel No. 033 506 7000

**APPLICATIONS TO BE FORWARD TO:**
The Chief Executive Officer
Montebello Hospital
Private Bag X 506
DALTON
3236
For attention: Human Resource Manager