



Date: 24/11/2021

TO: ALL HEADS OF ALL INSTITUTIONS

**VACANCIES IN THE DEPARTMENT OF HEALTH: MOSVOLD DISTRICT HOSPITAL
CIRCULAR MINUTE No. MOSV02/2021**

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s 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 (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83.
 - b) Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies.
2. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful.
3. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their Applications.
4. All employees in the Public Service that are presently on the same salary level but on a notch/package Above the minimum as that of the advertised post are free to apply.
5. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.
6. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications
7. Failure to comply with the above instructions will results to your application being disqualified.

We welcome applications from persons with disAbilities 

Due to financial constraints S&T Claims will not be considered.

CLOSING DATE FOR APPLICATIONS IS: 24 DECEMBER 2021

Applications should be forwarded to: The Chief Executive Officer
Mosvold District Hospital
Private Bag x 2211
Ingwavuma, 3968.

Original copy signed by

**DR B MUNG'OMBA
CHIEF EXECUTIVE OFFICER
MOSVOLD HOSPITAL**

INSTITUTION	REFERENCE NO	UNIT	NO OF POST(S)
MOSVOLD HOSPITAL	MOSV/AD: HRM02/2021	ASSISTANT DIRECTOR: HRM	01

POST : ASSISTANT DIRECTOR: HRM

SALARY : R 382 245.00 Per Annum

OTHER BENEFITS : Other Benefits: Medical Aid (optional). 13th Cheque, Housing Allowance (employee must meet the prescribed requirements)

MINIMUM REQUIREMENTS

- Senior certificate STD 10/ Grade 12
- A Bachelor degree/National Diploma in Human Resource Management/ Public Management/ Public Administration.
- At least 3-5 years appropriate experience at Supervisor level.
- Certificate of Service endorsed by the Human Resource Office must be attached.
- Proof of current and previous working experience endorsed by Human Resource Manager must be attached.

RECOMMENDATIONS

- A valid EB (8) Driver's License
- Computer literacy: Ms software application
- PERSAL Certificates

KNOWLEDGE, SKILLS, TRAINING, COMPETENCE REQUIRED

- Broad Knowledge and understanding of Human Resource Management
- In depth knowledge of relevant acts, policies and regulations in HR Management
- Sound communication, analytical and decision making and presentation skills
- Good knowledge and understanding Of Employee Performance Management and Development System, Labour Relations Human Resource Development, Disciplinary and Grievance Procedures
- Good leadership, coaching, mentoring and personal skills
- Sound knowledge of PERSAL and Financial Management

KEY PERFORMANCE AREAS

- Manage all human resource components i.e. HR Practices, HR Planning and Development, staff Relations and Employee Health & Wellness for the hospital in order to ensure that high quality of service is being provided.
- Promote sound Employer-Employee Relationship and minimize conflict within the institution.
- Develop and implement effective human resource policies within the guidelines set by the Provincial Department of Health
- Ensure proper compilation of Workplace Skills Plan
- Ensure proper implementation of EPMDS within the Hospital
- Ensure that advertising, recruitment, appointments and transfers are in accordance with the laid down policies and procedures.
- Advise managers on all aspects of Human Resource Management, organizational and staffing structures and reporting arrangements
- Oversee and deal with misconduct, discipline and grievance procedure in the hospital in terms of Labour Relations Acts.
- Ensure that EAP programmes are in place and Attend to all staff wellness and occupational health and safety of the institution
- Develop Human Resource Plan and Equity Plan for the hospital and ensure that plans are put into actions.
- Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff.
- Provide regular inputs towards realization of ideal hospital concept and National Core Standard
- Ensure functionality of HR Committees e.g. IMLC etc.

ENQUIRIES : DR. B MUNG'OMBA
CLOSING DATE : 24 DECEMBER 2021

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