TO: ALL HEADS OF DEPARTMENT IN THE KZN PROVINCIAL ADMINISTRATION

VACANCIES IN THE DEPARTMENT OF HEALTH: MSELENI HOSPITAL

CIRCULAR MINUTE NO: MS/12/2020

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 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 available from any Government Department OR the web site www.kznhealth.gov.za.
   (b) Certified copies of highest educational qualifications- not copies of certified copies.
   (c) Curriculum vitae
   (d) Certified copy of Identity Document
   (e) Certified copies of Registration certificates.

2. Reference number must be indicated in the column provided on the form Z83

3. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department.

4. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within two (2) weeks after the closing date, please accept that your application was unsuccessful.

5. **People with disability must feel free to apply.**

NB: Failure to comply with the above instructions will disqualify applicants.

7. **Due to financial constraints, No S&T claims will be compensated to shortlisted candidates.**

8. The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks :( security checks, Credit records, qualification, citizenship and previous experience verifications).

CLOSING DATE: 2020.07.31

Original signed by Acting CEO

MRS. T.R SIBISI
ACTING HOSPITAL CEO
RE-ADVERTISEMENT OF POST

Job Title : Manager: Medical Services Grade 1
Salary : R1 173 900.00 pa
Number of Post : 01
Institution : Mseleni Hospital
Component : Medical Services
Reference no. : MS/12/2020

OTHER BENEFITS: All –inclusive salary Package: (this inclusive package consists of 70% and 30% flexible portion that may be structured in Terms of the applicable rules, Fixed/Committed overtime, 22% Rural Allowance.

MINIMUM REQUIREMENTS

- MBCHB Degree or equivalent qualification.
- A valid registration with Health Professionals Council of South Africa.
- Full registration as a Medical Practitioner (Registration certificate)
- A Minimum of 3-5 years’ experience after registration with HPCSA as a Medical Practitioner
- Applicant in possession of a foreign qualification must attach evaluation certificate from the South African Qualifications Authority (SAQA) to their applications.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Broad clinical knowledge, competency and skills in general clinical domains such as medicine, pediatrics, obstetrics and gynecology and surgery.
- Knowledge of relevant health and public service related legislation, Policies and Regulations.
- Knowledge of strategic documents e.g. SDG, APP, and DHER etc.
- Knowledge and experience in District Health System
- Knowledge of ethics
- Knowledge of Health information system
- Decision making skills
- Conflict management skills
- Good interpersonal relationship
- Good communication skills
- Good supervisory skills
GROWING KWAZULU-NATAL TOGETHER

- Project and change management skills
- Computer literacy
- Sound planning and organizing skills

KEY PERFORMANCE AREAS

- Supervision of Medical and Allied Health Professionals at Mseleni Hospital.
- Participate as a member of the Executive management.
- Promote optimum staffing levels in the medical and paramedical sections through recruitment and retention strategy
- Evaluate clinical services provided on monthly basis
- Maintain clinical, professional and ethical standard related to these services.
- Maintain necessary discipline over staff under his / her control.
- Performance management appraisals of all staff under the incumbent's Control.
- Lead participant in committees such as ethics committee, Quality assurance, clinical audits, Healthy and Safety, Therapeutics and infection control.
- Ensure the provision of outreach
- Formulate strategic plans in keeping with the requirements of the hospital.
- Ensure control and monitoring the hospital budget.
- Maintain continuous monitoring of morbidity and mortality through clinical audits.
- Supporting the hospital CEO with transformation process.

ENQUIRIES  Ms T.R Sibisi  TEL: 035 574 1004

CLOSING DATE: 2020.07.31

Applications should be forwarded to: The Assistant Director: HRM
Mlalazi Hospital
P.O Sibhayi
3967

Original signed by Acting CEO

MRS. TR SIBISI
ACTING HOSPITAL CEO
MSELENI HOSPITAL