



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: NORTHDALE HOSPITAL

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HUMAN RESOURCE DEPARTMENT

Vacancy Circular NDH02/2024

Enquiries: N.R Madlala
Date: 23 February 2024

TO HEADS OF ALL INSTITUTIONS

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 candidates who qualify for the post in this minute even if they are absent from their normal places of work.

Direction to candidates

1. The following documents must be submitted:

- (a) The most recent Z83 application form for employment which is obtainable at any Government Department or the website - www.kznhealth.gov.za. The Z83 form must be Completed in full.
- (b) Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience should be clearly indicated on the CV.
- (c) Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only.
- (d) Applications must be submitted **on or before the closing date**.

NB: HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview.

2. The reference number must be indicated in the column provided on the Form Z83 e.g. Reference Number. NDH 24/2022

(b) 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, and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC)

3. Further, respective successful candidates will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor.

4. Please note that due to the large number of applications anticipated to receive, communication will only be entered into with candidates that have been short-listed. If you have not heard from us three months after the closing date, please consider your application as being unsuccessful. **People with disabilities are encouraged to apply** and the target group in terms of employment equity target for this advertised post is an **African Male**.

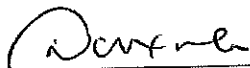
5. The Department Reserves the right to or not to make appointment(s) to the advertised post/s.

6. Non-South African citizen applicants must provide valid work permits.

(Due to financial constraints, No S&T claims will be compensated to shortlisted candidates)

**APPLICATIONS MUST BE FORWARDED TO: ATTENTION HUMAN
RESOURCE DEPARTMENT
Human Resources Department
Northdale Hospital
Private Bag X9006
Pietermaritzburg
3201**

CLOSING DATE: 2024/03/08



**MS. NXULU
CHIEF EXECUTIVE OFFICER
NORTHDAL HOSPITAL**

ADVERTISEMENT OF POST

POST	: DIAGNOSTIC RADIOGRAPHER
CENTRE	: NORTHDAL HOSPITAL
NO OF POSTS	: 1
REFERENCE	: NDH 04/2024
SALARY	: GRADE 1: R359 622.00 – R408 201.00 Per annum GRADE 2: R420 015.00 – R477 771 Per annum GRADE 3: R491 676.00 – R595 251 Per annum
Benefits	: 13th cheque, Medical aid and housing allowance (optional and provided the Incumbent meets the requirements)

MINIMUM REQUIREMENTS FOR THE POST

- **GRADE 1:** Senior Certificate (Grade 12) or equivalent qualification plus. National Diploma or Degree in Diagnostic Radiography. Original registration with Health Professions Council of South Africa (HPCSA) as a diagnostic radiographer (independent practice). Current registration with the HPCSA as diagnostic radiographer (independent practice) for 2023-2024. No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa.
- **GRADE 2:** Senior Certificate (Grade 12) or equivalent qualification. National Diploma or Degree in Diagnostic Radiography. Original registration with Health Professions Council of South Africa (HPCSA) as a diagnostic radiographer (independent practice). Current registration with the HPCSA as diagnostic radiographer (independent practice) for 2023-2024. A minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 11 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa
- **GRADE 3:** Senior Certificate (Grade 12) or equivalent qualification. National Diploma or Degree in Diagnostic Radiography. Original registration with Health Professions Council of South Africa (HPCSA) as a diagnostic radiographer (independent practice). Current registration with the HPCSA as diagnostic radiographer (independent practice) for 2023-2024. Minimum of 20 years after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa.

NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management.

KNOWLEDGE, SKILLS AND COMPETENCIES

- Sound knowledge of diagnostic radiography procedures and imaging, including Computerized Radiography (CR).
- Sound knowledge of radiation control regulations and safety measures
- Knowledge of Occupational Health and Safety and other relevant Acts, policies and regulations.
- Knowledge of Quality Assurance procedures, methods
- Ability to perform and record basic quality assurance tests as per Radiation Control Directorate
- Sound communication, interpersonal and problem solving skills.
- Computer literacy

KEY PERFORMANCE AREAS

- Provide high quality diagnostic radiographic service observing safe radiation protection standards.
- Execute imaging examinations competently with Computed/Digital Radiography whilst adhering to radiography protocols, practices and techniques
- Participate in a 24 hour roster system which includes nights, weekends, Public holidays and standby duties
- Provide guidance and supervision to junior and auxiliary staff
- Promote good health practices and ensure optimal care of the patient.
- Perform reception and administrative duties as required.
- Participate in Quality Assurance and Quality improvement programs, In-service training, National Core Standards and Ideal Hospital Realisation.
- Inspect and utilize equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.
- Implement measures to ensure that radiographic services comply with Radiation Control legislation
- To contribute to overall work process in the diagnostic imaging department
- To promote Batho Pele principles in the execution of duties

CLOSING DATE: 08 March 2024

ENQUIRIES: Mrs. R Bedford – Assistant Director: Radiography

TEL: (033) 3879057

ADVERTISEMENT OF POST

POST : CHIEF OCCUPATIONAL THERAPIST
CENTRE : NORTHDALÉ HOSPITAL (THE PIETERMARITZBURG ASSESSMENT AND THERAPY CENTRE)
NO OF POSTS : 01
REFERENCE : NDH 05/2024
SALARY : GRADE 1: R520 785.00 – R578 367.00 Per annum
 GRADE 2: R595 251.00 – R658 482.00 Per annum
Benefits : 13th cheque, Medical aid and housing allowance (optional and provided the Incumbent meets the requirements)

MINIMUM REQUIREMENTS FOR THE POST

- **GRADE 1:** A Minimum of three (03) years appropriate experience as an Occupational Therapist after registration with the Health Professions Council of South Africa (HPCSA). Senior certificate / grade twelve certificate or equivalent qualification. Appropriate qualification as an Occupational Therapist PLUS current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist PLUS experience with working with neurological impaired paediatric patients PLUS driver's license.
- **GRADE 2:** A Minimum of eight (08) years appropriate experience in Occupational Therapist after registration with the Health Professions Council of South Africa (HPCSA). Senior certificate / grade twelve certificate or equivalent qualification. Appropriate qualification as an Occupational Therapist PLUS current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist PLUS experience with working with neurological impaired paediatric patients PLUS driver's license.

NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management.

KNOWLEDGE, SKILLS AND COMPETENCIES

- Sound knowledge and skill in OT paediatric and general diagnostic and therapeutic procedures.
- Skill and knowledge in the use of OT equipment and Assistive devices, therapeutic modalities (splinting, sewing and seating).
- Knowledge of departmental administrative tasks.
- Knowledge of ethical code and scope of practice
- Ability to problem- solve, and applies analytical processes to patient care.
- Supervisory skill for junior staff and students
- Ability to plan and work in a Multidisciplinary team
- Excellent verbal and written communication skills

KEY PERFORMANCE AREAS

- **To ensure comprehensive assessment and therapeutic management of patients in the Occupational Therapy Department**
- To plan and implement and optimal Occupational Therapy service in accordance with the rules, regulation & scope of practice as provided by the HPCSA
- Perform clinical responsibilities with applicable legislation
- Ensure a comprehensive paediatric and general OT service encompassing assessment, treatment, caregiver training, group work and block therapy
- Manufacturing of assistive devices, splints, and pressure garments
- To monitor and participate in Community Outreach and home visits
- To assist patients with specialised seating in wheelchairs and buggies
- To perform medico-legal assessments and provision of ongoing care, based on the outcomes of assessments
- Assume effective clinical administrative responsibilities: Patient Report writing, Medico Legal report writing
- To review reports written by Occupational Therapy staff members before being released
- Attend multidisciplinary case discussion meetings
- Attend product training
- **To manage the Occupational Therapy Department's staff**
- To provide orientation to all new staff members and community service occupational therapists students
- Mentorship, support, education and training of staff members and ends
- Initiate/implement and participate in professional development programme and teaching
- Maintain Record of all CPD trainings for Occupational Therapy Department
- Monitoring and Evaluating of wheelchair Repair site with DPSA wheelchair repairers
- **Ensuring implementation of Quality Assurance programme within the Occupational Therapy Department**
- Initiate, implement and Monitor Quality Assurance Audits within the department (Clinical Audits and QIP's)
- Ensure compliance with National Core Standards
- Ensure compliance with Infection, Prevention and Control Policies and guidelines
- Ensure compliance with Occupational Health and Safety policies and guidelines
- **To ensure adequate equipment and resource management**
- Planning, develop and implementation of operational and procurement plans for the department
- Monitor procurement and budget plans for the department
- Manage appropriate utilization of the budget and procurement of equipment
- Implement stock control measures
- Maintain good record keepings of all consumable in department and order when required
- **Assuming of Administrative Responsibilities**
- Attend provincial, district, Head of Department, multidisciplinary and departmental meetings
- Report and action the resolutions of the meetings attended.
- Collect, Analyse and Collate departmental statistics
- Report writing (Programme and Medico Legal)
- Leave Management
- Labour Relations (grievance management)
- Performance Appraisals (EPMDS)

CLOSING DATE: 08 March 2024

ENQUIRIES: Dr L Meneses- Turino – Acting Medical Manager

TEL: (033) 397 6411

GROWING KWAZULU-NATAL TOGETHER