TO HEAD OF ALL INSTITUTIONS

RE: VACANCIES IN THE DEPARTMENT OF HEALTH: NDWEDWE CHC

CIRCULAR MINUTES NO 01/2020.

The contents of this circular minutes 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 requirement of the post are made aware of this Circular Minutes even if they are absent from their normal place of work.

DIRECTION TO CANDIDATES

1. The following documents must be submitted.
   a. Application for employment form (Z83) which is obtain at any Government Department or from the website. (www.kznhealth.gov.za)
   b. A detailed Curriculum Vitae ( CV); and
   c. Recent certified copies of identity / passport documents; all educational qualifications and certificates of service from previous and current employers and not copies of certified copies.
   d. Certificate of services must be attached as proof of experience.
2. The reference number and position for which you are applying for (as stated in the advertisement) must be clearly indicated in the columns provided on the on the form Z83.
3. The appointment is subject to positive outcome obtained from the NIA following checks (Security clearance, credit records, qualifications, citizenship and previous experience verifications).
4. The successful candidate would be required to sign a performance agreement within (3) months of appointment.
5. Non-South African citizen application must have a valid work permit and proof must be attached thereof.
6. 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 (2) months after the closing date of the advertisement, consider your application as unsuccessful.
7. Please note faxed / e-mailed applications will not be accepted
8. Person with disability are encouraged to apply for the post.

Failure to comply with the above instructions will disqualify applicant(s).

NB : Due to financial constraints, substance and travelling allowance will not be claimed.

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

Closing date for applications: 31 July 2020
Applications should be forwarded to:

The Chief Executive Officer
Ndwedwe CHC
Private Bag x 528
Ndwedwe
4342
Attention: Mr. EM Khumalo

uMnyango Wezempilo . Departement van Gesondheid

Fighting Disease, Fighting Poverty, Giving Hope
Post: MEDICAL OFFICER X1 POST (GRADES 1,2 & 3)
Centre: Ndwedwe CHC
Number of post: 01
Reference number: NDW/MO/07/20
Other benefits: 18% Rural Allowance and Commuted Overtime.

**SALARY & APPOINTMENT REQUIREMENTS & QUALIFICATIONS**

**MEDICAL OFFICER GRADE 1: R821 205 per annum**
Experience: Not applicable

**MEDICAL OFFICER GRADE 2: R938 964 per annum**
Experience: Five years appropriate experience as a Medical Officer after registration with HPCSA an Independent Medical Practitioner

**MEDICAL OFFICER GRADE 3: R1 089 693 per annum**
Experience: Ten years appropriate experience as a Medical officer after registration with HPCSA as an Independent Medical Practitioner

**MINIMUM REQUIREMENTS FOR THE POST**
- MBChB. Degree or equivalent qualifications: plus
- Current registration with HPCSA as Medical Practitioner
- Registration with HPCSA as an Independent Medical Practitioner.

**KNOWLEGES, SKILLS COMPETENCES REQUIRED**

- Sound Knowledge of clinical and surgical skills necessary at community health Centre level. Emergency management/stabilization of trauma, medical, pediatric and surgical cases
- Management of psychiatric emergencies before referral to higher levels of care complying with the Mental Health Care Act,
- Ability to conduct minor surgical and basic resuscitation procedures
- Knowledge and skills in internal medicine (including knowledge of the current National Guidelines on the Management of HIV/AIDS and T.B) Pediatrics and Obstetrics and Gynecology
- Good communication and interpersonal skills
- Computer literacy
- Teaching and supervision skills and knowledge of the relevant current Health and Public Services Legislations, regulations and Policies.

**KEY PERFORMANCE AREAS**

uMnyango Wezempilo. Departement van Gesondheid

*Fighting Disease, Fighting Poverty, Giving Hope*
✓ Evidence based examination, diagnosis and treatment of patient in OPD, emergency room, maternity, pediatrics ARV and mental health.
✓ Active participation in quality assurance, quality improvement project (patient satisfaction survey/ waiting time surveys and clinical audits), morbidity reviews, monthly audits, and development of clinical guidelines and policies to improve patient care.
✓ Flexibility in working in any in the CHC as may be necessary.
✓ Diagnosing and facilitating timely patient’s referral to higher level of care when applicable.
✓ Active participation in training and supervision of interns and community service doctors.
✓ Facilitation of staff training and on-going medical education
✓ Maintain and continuously improve professional and ethical standards
✓ Instill confidence in the public service and also in the Medical profession through exemplary behavior
✓ Participation is commuted overtime duties is mandatory.

Enquiries: Dr. O Ayeni

uMnyango Wezempilo. Departement van Gesondheid

Fighting Disease, Fighting Poverty, Giving Hope