TO: DISTRICT MANAGERS  
   HOSPITAL MANAGERS  
   COMMUNITY HEALTH CENTRE MANAGERS  
   HEADS OF INSTITUTIONS  
   HEAD OFFICE MANAGERS  
   ALL EMPLOYEES  
   COMMUNITY MEMBERS  

VACANCIES IN THE DEPARTMENT OF HEALTH: NGWELEZANA HOSPITAL  

CIRCULAR MINUTE No. NGWE HOSP 04/2020  

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 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. Persons with disabilities should feel free to apply for the post.

3. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

4. 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.

5. 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.

6. 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.

7. 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

8. Failure to comply with the above instructions will results to your application being disqualified

Closing date for all applications is 03 April 2020

Original Signed  

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HOSPITAL CEO  
NGWELEZANA HOSP
JOB TITLE: MEDICAL OFFICER GRADE 1 or 2 or 3

INSTITUTION: NGWELEZANA HOSPITAL

COMPONENT: INTERNAL MEDICINE

REFERENCE NO.: NGWE 10/2020

SALARY: R 821 205.00 GRADE 1 All inclusive salary packages consist of 70% basics
R 938 964.00 GRADE 2 and 30% flexible portion that can be structure in terms of
R 1 089 693.00 GRADE 3 applicable rules

ALLOWANCES: 18% RURAL ALLOWANCE
COMMUTED OVERTIME (Determined by service delivery needs)

MINIMUM REQUIREMENTS FOR THIS POST:

GRADE 1
- An appropriate qualification that allow registration with HPCSA as a Medical Practitioner
- Current registration with the HPCSA as a Medical Practitioner
- Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies

GRADE 2
- An appropriate qualification that allow registration with HPCSA as a Medical Practitioner
- Current registration with the HPCSA as a Medical Practitioner
- Minimum of 5 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community Service
- Minimum of 6 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to performed Community Service
- Attach proof of working experience endorsed by Human Resource Department/ Employer
- Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies

GRADE 3
- An appropriate qualification that allow registration with HPCSA as a Medical Practitioner
- Current registration with the HPCSA as a Medical Practitioner
- Minimum of 10 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community Service
- Minimum of 11 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to performed Community Service
- Attach proof of working experience endorsed by Human Resource Department/ Employer
- Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:
- Extensive medical, surgical knowledge and sound clinical skills
- Knowledge of health care system and medical ethics
- Knowledge of relevant acts, policies and regulations of the department of health
- Good team building and problem solver
- Excellent human, communication and leadership skills
- Awareness of cross-cultural differences
- Concern for excellence
KEY PERFORMANCE AREAS:
- Provision of quality patient centred care for all patients within the Internal Medicine department.
- Examine, investigate, diagnose and oversee the treatment of patients in Internal Medicine and provision of after-hours services.
- Assist in the development of undergraduate and or post graduate medical students.
- Participation in activities within the discipline including case presentations, journal club and other departmental meetings.
- Render applicable administration functions.
- Attend to meetings, workshops and training courses as directed by the Head of Department.
- Perform other duties as assigned by the supervisor.
- Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.

CLOSING DATE: 03 April 2020

ENQUIRIES: DR T.C NKONYANE TEL NO.: 035 9017316/ 0828627896
All applications to be forwarded to:

THE CHIEF EXECUTIVE OFFICER
ATTENTION: HUMAN RESOURCE DEPARTMENT
NGWELEZANA HOSPITAL
PRIVATE BAG X20021
EMPANGENI
3880

ATTENTION: HUMAN RESOURCE DEPARTMENT

OR

Hand delivered to:

HUMAN RESOURCE DEPARTMENT
1ST FLOOR ADMIN BLOCK
NGWELEZANA HOSPITAL

NB: - Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application.