



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: HRM

HUMAN RESOURCE

MANAGEMENT SERVICES

Thanduyise Road, Ngwelezana Hospital

Private bag X 20021, Empangeni 3880

Tel: 035 901 7216 / 7061. Email: Sihle.Mnguni@kznhealth.gov.za

Reference: HRM 4/1/1

Enquiries: M.P Zungu

Contact No.: 035 9017042/7216/7061

**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 17/2021

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. **(Please use new Z83 Form as amended)**
 - (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 **10 December 2021**

ORIGINAL SIGNED

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**MRS C.N.N MKHWANAZI
ACTING HOSPITAL CEO
NGWELEZANA HOSPITAL**

JOB TITLE : **MEDICAL SPECIALIST GRADE 1 or 2 or 3**
INSTITUTION : **NGWELEZANA HOSPITAL**
COMPONENT : **RADIOLOGY DEPARTMENT**
REFERENCE NO. : **NGWE 83/2021**
SALARY : **R1 106 040.00 – 1 173 900.00 GRADE 1**
R1 264 623.00 - 1 342 230.00 GRADE 2
R1 467 651.00 - 1 834 890.00 GRADE 3
ALL INCLUSIVE SALARY PACKAGES (THIS INCLUSIVE PACKAGE
CONSIST OF 70% BASICS AND 30% FLEXIBLE PORTION THAT CAN
BE STRUCTURED IN TERMS OF APPLICABLE RULES)
OTHER BENEFITS : 18% RURAL ALLOWANCE
COMMUTED OVERTIME

MINIMUM REQUIREMENTS FOR THIS POST:

GRADE 1

- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology Department
- Appropriate Tertiary qualification in the Health Science (MBChB)
- Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology Department
- Registration with the HPCSA as Medical Specialist in Radiology Department
- Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications

GRADE 2

- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology Department
- Appropriate Tertiary qualification in the Health Science (MBChB)
- Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology Department
- A minimum of 5 years' appropriate experience as a Medical Specialist in Radiology Department after registration with the HPCSA as Medical Specialist in Emergency Medicine
- Attach proof of working experience endorsed by Human Resource Department/ Employer
- Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications

GRADE 3

- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology Department
- Appropriate Tertiary qualification in the Health Science (MBChB)
- Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology Department
- A minimum of 10 years' appropriate experience as a Medical Specialist in Radiology Department after registration with the HPCSA as Medical Specialist in Radiology Department
- Attach proof of working experience endorsed by Human Resource Department/ Employer
- Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications

COMPETENCIES (KNOWLEDGE/SKILLS/EXPERIENCE) REQUIRED:

- Accreditation with College of Emergency Medicine and/or research experience is recommended
- Sound knowledge of clinical concepts within the specified domain



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- Develop and co-ordinate the on-going delivery of under and post graduate teaching in specialized fields.
- Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity.
- Formulate and manage protocols in accordance with Department policies that will have a positive impact on staff and ensure that staffs are aware of these.
- Compile medium and long term expenditure framework and implement fiscal measures on an ongoing basis.
- Provide measures and guidance on quality assurance to comply with set quality standards.

CLOSING DATE : 10 December 2021

ENQUIRIES : DR N.A Shabalala TEL NO.: 035 901 7115

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.

- Due to financial constraints S&T Claims and Resettlement / Relocation will not be considered.

- Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty.

- No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation.

JOB TITLE : **PROFESSIONAL NURSE (SPECIALITY NURSING) GRADE 1 or 2
ICU**

INSTITUTION : **NGWELEZANA HOSPITAL**

REFERENCE NO. : **NGWE 84 /2021**

SALARY : **R383 226.00 – R444 279.00 (GRADE 1) PER ANNUM
R471 333 .00– R579 696.00 (GRADE 2) PER ANNUM**

OTHER BENEFITS : **8% RURAL ALLOWANCE
13TH CHEQUE
HOUSING ALLOWANCE AND MEDICAL AID (EMPLOYEE
MUST MEET THE PRESCRIBED REQUIREMENTS**

MINIMUM REQUIREMENTS FOR THESE POSTS:

GRADE 1:

- Diploma / Degree in General Nursing
- A post basic qualification in Critical Care Nursing Science
- Registration with the SANC as a Professional Nurse
- A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing

GRADE 2:

- Diploma / Degree in General Nursing
- A post basic qualification in an appropriate specialized field.
- A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing
- At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field.

KNOWLEDGE, SKILLS, COMPITENCIES AND TRAINING REQUIRED:

- Strong interpersonal, communication and presentation skills.
- Ability to make independent decisions.
- An understanding of the challenges facing the public health sector.
- Ability to prioritize issues and other work related matters and to comply with time frames.
- High level of accuracy.
- Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

KEY PERFORMANCE AREAS:

- Render an optimal holistic quality specialized nursing care as directed by the scope of practice and standards determined by relevant speciality.
- Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs.
- Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes.
- Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures.
- Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies.
- Strengthen ethics and professionalism.
- Provide safe and therapeutic environment for patients, staff and public.
- Participate in staff development using EPMDS System and other work related programmes and training.
- Ensure effective and efficient management of resources and availability of essential equipment.
- Attend to meetings, and assist with relief duties of supervision as assigned by the supervisor.



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N.B: Management reserves the right to allocate employees outside the appointed domain as determined by service delivery demands, this may occur in instances of staff shortages experienced in any nursing component.

CLOSING DATE : 10 December 2021

ENQUIRIES : MS R.M. SITHOLE

TEL NO.: 035 901 7258

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.*

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JOB TITLE : **CLINICAL NURSE PRACTITIONER (HAST UNIT)**
INSTITUTION : **NGWELEZANA HOSPITAL**
COMPONENT : **HAST UNIT**
REFERENCE NO. : **NGWE 85 /2021**
SALARY : **GRADE 1: R 383 226.00 – R 444 276.00**
GRADE 2: R 471 333.00 – R 579 696.00
ALLOWANCES : **8% RURAL ALLOWANCE**

MINIMUM REQUIREMENTS FOR THESE POSTS:

GRADE 1:

- Diploma / Degree in General Nursing
- 1 year post basic qualification in Primary Health Care Nursing
- Registration with the SANC as a Professional Nurse
- A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing
- Attach proof of working experience endorsed by Human Resource Department/ Employer

GRADE 2:

- Diploma / Degree in General Nursing
- A 1 year post basic qualification in Primary Health Care Nursing / Advance Midwifery
- A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing
- At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care.
- Attach proof of working experience endorsed by Human Resource Department

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Appropriate Specialist procedures and protocols within field of expertise
- Understanding of basic HR matters including Labour Relations
- Control of budget, monitoring expenditure and project management
- Knowledge of legislative prescripts governing the public service
- Assessment, diagnosis and management of patient within the field of expertise
- Managerial and financial management skills
- Computer skills
- Problem solving and project management
- Concerns of excellence, Courtesy and Interpersonal skills
- Stress tolerance skills and innovation and drive
- Awareness of cross-cultural differences

KEY PERFORMANCE AREAS:

- Implement programs within the HAST unit , monitor performance and outcomes against set standards and act on deviation
- Provide comprehensive health care for clients in HAST unit, not limited to TB& HIV management, cervical screening, family planning, MMC, outreach services
- Planning and organizing own work and that of support personnel to ensure proper nursing care
- Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures
- Compile Nerve Centre data



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- Ensure that the unit complies with Infection Prevention and Control as well as Occupational health and safety
- Strengthen ethics and professionalism
- Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences
- Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles.
- Provide safe and therapeutic environment for patients, staff and public.
- Supervise other junior employees
- Participate in staff development using EPMDS System and other work related programs and training
- Assist the Operational Manager in overall management of HAST unit
- Maintain accreditation standards by ensuring compliance with National Norms and Standards

- **N.B: Management reserves the right to allocate employees outside the appointed domain as determined by service delivery demands, this may occur in instances of staff shortages experienced in any nursing component.**

CLOSING DATE : 10 December 2021

ENQUIRIES :Ms RM Sithole

TEL NO: 035 901 7258

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RE-ADVERTISEMENT

JOB TITLE : ASSISTANT DIRECTOR: SYSTEMS (SL09)
REFERENCE NO : NGWE 86 /2021
INSTITUTION : NGWELEZANA HOSPITAL
NUMBER OF POSTS: 01
SALARY : R376 596 per annum (Level 09)
13TH CHEQUE, HOUSING ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS), MEDICAL AID (OPTIONAL)

MINIMUM REQUIREMENT FOR THE POST:

Senior Certificate (Grade 12), A three-years relevant Degree or Diploma in Public Management or Public Administration or equivalent qualification as recognised by SAQA. 5years experience in the field of System Management. 3- 5 years' experience above mention period must be a supervisory experience within the relevant field. Letter of Acting as a Supervisor must be attached. Computer Literacy and Driver's Licence. Proof of current and previous work experience endorsed by the Human Resource Manager or delegated person (Certificate of service must be attached as proof of Work experience).

KNOWLEDGE, SKILLS, COMPETENCIES AND TRAINING REQUIRED:

The incumbent must be willing to travel. Knowledge, Skills & Competencies: Extensive knowledge in Public service prescripts and legislations, Human Resource Administrations and Labour matters, Policy formulation and implementation, planning and organizing, Knowledge of PERSAL, knowledge of reporting procedures, Research and Finance Matters. Management skills, Communication skills, organizing and planning, investigative and analytical thinking skills. Ability to develop new ideas that impact on existing methods, policies and understanding. Ability to diffuse conflict situation and maintain.

KEY PERFORMANCE AREAS:

- Manage the following auxiliary services to ensure optimal usage of resource and cost effectiveness: Transport management, Laundry Services.
- Telecommunication Services, General Registry, Pottering Services, Staff Residences, Catering Services, Security Services, Patient Administration, Mortuary Services, Cleaning and Grounds Services, Maintenance Services, Safety and Waste Management Services.
- Full implementation of the monitoring and evaluation. Improve service delivery in line with National Core Standards.
- Ensure effective, efficient and economical utilization of resources, Develop and implement effective Departmental policies.
- Ensure compliance with legislation and government policies.
- Contribute as a member of a multidisciplinary team towards the effective management of the hospital by participating in the following committees: Institutional Management and Labour Committee (IMLC), Cash Flow Committee, Adjudication Committee, Institutional Health, Education, Training and Development, Health and Safety, Loss and damage.

CLOSING DATE: 10 December 2021

ENQUIRIES: Mr PEZ Zulu (DD: systems)

TEL NO. 035 901 7060 / 7061



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JOB TITLE : **CLINICAL PROGRAMME COORDINATOR (IPC)**

INSTITUTION : **NGWELEZANA HOSPITAL**

REFERENCE NO : **NGWE 87/ 2021**

SALARY : **R444 276.00 – 579 696.00 PER ANNUM**

OTHER BENEFITS : **8% Rural Allowance**
13th Cheque
Housing Allowance (Employee must meet prescribed requirements)
Medical Aid (Optional)

MINIMUM REQUIREMENTS FOR THE POST:

- Senior Certificate /Grade 12
- Degree/ National Diploma in General Nursing & Midwifery, current registration with SANC as a General Nurse and Midwife.
- A minimum of 7 years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC as a General Nurse.
- Current proof of registration with SANC in 2021
- NB: Proof of current and previous experience endorsed by Human Resource
(attach certificate of service)

RECOMMENDATION

- A certificate in infection Prevention and Control
- At least 1 year Infection Prevention and Control experience in a hospital environment
- Computer literacy
- A valid code 08 drivers licence

KNOWLEDGE, SKILLS, COMPETENCIES AND TRAINING REQUIRED:

- Sound knowledge of Infection Prevention and Control Practices.
- Good report writing and presentation skills
- Good communication, leadership and interpersonal skills.
- Ability to work in a team.
- Knowledge of all relevant prescripts, i.e. Provincial Health Act 2000, the Nursing Act, Occupational Health and Safety Act.

KEY PERFORMANCE AREAS:

- Develop and ensure implementation of infection control plan for the institution.
- Provide support to the Hospital Management team to ensure that a high standard of infection control is maintained.
- Advise the hospital management of all identified infection control risks and recommendations on mitigation thereof.
- To ensure that all departments and clinics are provided with infection control guidelines and protocols and that these are implemented.
- Assist the Hospital Management with coordination and management of infection control committee meetings.
- Provide management and supervisors with up to date infection control information.
- Provide effective and efficient infection control services in the institution.
- Ensure that written policies and procedures for infection control services are reviewed and implemented.

- Plan the budget for infection control department and exercise control over utilization of such a budget.
- Review outbreak of infections and advise on how outbreaks can be managed and prevented.
- Ensure that surveillance is done in the institution report on the incidence and prevalence of alert organisms and communicable diseases to the District CDC Coordinator .

CLOSING DATE: 24 December 2021

ENQUIRIES: Mrs N Mkhize

TEL NO. 035 901 7177

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All applications to be forwarded to:

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

Hand delivered to:

**HUMAN RESOURCE DEPARTMENT
1ST FLOOR ADMIN BLOCK
NGWELEZANA HOSPITAL**