TO ALL HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

VACANCY CIRCULAR MINUTE: NIE/03/2020

The contents of this circular minute must be brought to the attention of all eligible employees on your establishment without delay. Institutions must notify all employees who qualify even if they are not in their normal places of work, including those in regional/district offices.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
   a) Application for employment form (Z83), which is obtained at any Government Department or from the website-www.kznhealth.gov.za
   b) Curriculum Vitae, certified copies of identity document, highest educational qualifications and professional registration certificates-not copies of certified copies

2. The reference number must be indicated in the column provided on form Z83 e.g.
   Reference Number (NMH/ADSM/2020)

3. Persons with disabilities should feel free to apply for the post
   a) Failure to comply with the above instructions will disqualify the applicants.
   b) The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers.

4. Please note that due to a large number of applications received, applicants shortlisted shall be respectful be informed and if no notification of being shortlisted is receive within 3 month after the closing date, the applicant must accepted that his/her application was unsuccessful.

5. Please note that no S&T payments will be considered for candidates that are invited for interview.

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

CLOSING DATE FOR APPLICATIONS IS: 30 APRIL 2020

Original signed and available on request

HOSPITAL CEO ______________________ DATE ______________________
Dr S.B. NKOSI

Niemeyer Memorial Hospital
ADVERTISEMENT

Post: Assistant Director: Systems
Reference: NMH/ADSM/2020
Number of Posts: 01
Salary Notch: R376 596.00 per annum

MINIMUM REQUIREMENT:

- Matric Certificate
- Bachelor degree/National Diploma in Public Management/Administration
- 3 – 5 years supervisory experience in Systems Component.
- Proof of previous and current work experience (certificate/s of service) endorsed and stamped by human resource must be attached.

RECOMMENDATIONS

- Computer Literacy
- Valid Driver’s License

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Decision making skills, problem solving skills, and communication skills.
- Ability to multitask and manage change.
- Control of budget and auditing procedures including norms and standards.
- Providing procedures and procurement directives.
- Planning, organizing activities and project for components.
- Knowledge of relevant legislation, white paper, PFMA and Treasury Regulations
- Ability to work independently and under pressure.
- Human resources management skills.
- Develop standard operating procedures, understanding of HR practices, staff relations and strong leadership skills.

KEY PERFORMANCE AREAS:

- Manage and coordinate the following areas to ensure optimal and cost effectiveness, cleaning services, catering services, maintenance services, gardening services, mortuary services, housekeeping services, laundry, transport, telecommunication (switchboard), and patient administrative services.
- Monitor the provision of all services and facilities by contractors in order to ensure contract adherence, ensure compliance with services level agreement and highest level of care.
- Assist in the formulation and monitoring of the strategic plan for the institution.
- Ensure effective, efficient and economical utilization of resources allocated to the institution including the development.
- Ensure compliance with Health and Safety and Disaster Management requirements by all staff members.
- Ensure compliance to legislated norms and standards, ideal hospital realization & maintenance and ideal clinic realization & maintenance.
- Develop standard operating procedures (SOPs) related to systems components.
- Effective management of the performance of employees according to EPMDS.

. NB: (Employment Equity Target: African Male) Closing date for applications: 30 April 2020

All applications should be forwarded to:

ENQUIRIES

DR. SB Nkosi: 034 331 3011

THE HOSPITAL CEO
NIEMEYER MEMORIAL HOSPITAL
PRIVATE BAG X 1004
UTRECHT
2980

ATTENTION: Mr. NA Mange