TO: ALL HEADS OF INSTITUTIONS  
RE: VACANCIES IN THE DEPARTMENT OF HEALTH-NKANDLA HOSPITAL

The content of this circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Institutions must ensure that all employees who meet the requirements of the post must be made aware of this circular minutes even if they are absent from their place of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
   a) Application for employment Form (Z83). Obtainable from any government Department or from the webside-www.kznhealth.gov.za
   b) Certified copies of highest educational qualifications and I.D (Not Copies of certified copies) and certified copies must not be older than 3 months
   c) Curriculum Vitae
   d) Drivers License {If required}
   e) Contactable and verifiable references must be included in the C.V
   f) The reference number of the post must be indicated in the column provided on the Z83 application form e.g. NKAH G01/2007

N.B: FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL DISQUALIFY APPLICANTS

2. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date your application must be considered unsuccessful.

3. People with disabilities are encouraged to apply

4. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department.

5. African Males are encouraged to apply

Original copy signed by:

Acting Chief Executive Officer
Nkandla Hospital

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uMnyango Wezempilo . Departement van Gesondheid

Fighting Disease, Fighting Poverty, Giving Hope
POST : ASSISTANT DIRECTOR (SYSTEMS)

NUMBER OF POSTS : 01

REFERENCE NO. : NKAH 09/2020

CENTRE : NKANDLA HOSPITAL

SALARY : R376 596.00 – R443 601.00 pa

OTHER BENEFITS : 13\textsuperscript{th} Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements)

REQUIREMENTS

- Senior Certificate (Grade 12). Bachelor’s Degree / National Diploma in Public Management/Administration
- Plus 3 years’ supervisory experience in systems management.
- Proof of current and previous work experience endorsed and stamped by human resource (certificate of services).
- Valid code EB driver’s license.
- Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES

- Knowledge of relevant acts and regulations inclusive of PFMA and treasury regulations.
- Good verbal and written communication skills.
- Computer literacy in MS Word and Excel.
- Conflict Resolution and Negotiating skills.
- Supervisory skills.
- Decision making, financial management and problem solving skills.
- Strong leadership skills.
- Ability to multi task and manage change

KEY PERFORMANCE AREAS

- Management, supervision and monitoring of: Gardening services, catering services, security services, mortuary services, laundry and linen services, cleaning services, outpatient administrative services, maintenance services, switchboard, registry and transport, waste management services and information Technology.
- Ensure effective co-ordination, management and quality of work of all functional components of the systems department within the institution.
- Ensure the effective, efficient and economical utilisation of resources allocated to the institution including staff development.
- Ensure that all hospital information systems are maintained in order to provide reliable, valid and timeous processing of information.
- Ensure compliance with all statutory regulations. Ensure that standby and emergency facilities are properly maintained.
- Oversee the provision of all services provided by private companies to ensure compliance with service level agreement.
- Implement and monitor effective hospital policies, protocols, practices within the day to day operation areas.

- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
• Analyze alternatives for performing work needed, including contracting out of services and evaluate and recommend procedures/practices/protocols to improve operational efficiency.
• Ensure compliance with Health and Safety and Disaster Management requirements by all staff members

ENQUIRIES: DR. JN IKWEGBUE

CLOSING DATE FOR THE APPLICATIONS IS: 10 JULY 2020

All applications should be forwarded to: The Human Resource Manager
Nkandla District Hospital
Private Bag X 102
Nkandla
3855

OR

Hand Delivered to: Nkandla Hospital
491 Mbatha Lane
NKANDLA
3855

DUE TO BUDGETARY CONTRAINTS S&T WILL NOT BE PAID TO THE CANDIDATES WHO WILL BE ATTENDING INTERVIEWS