TO ALL HEADS OF INSTITUTIONS
VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NO. 02 of 2019

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 insured 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
   (b) Curriculum Vitae, certified copies of identity document, highest educational qualifications and professional registration certificates – not copies of certified copies.
   (c) Drivers license

2. The Reference number must be indicated in the column provided on the form Z.83.

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

   NB: (a) Failure to comply with the above instructions will disqualify applicants.

   (b) The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance, criminal clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).

4. 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.

5. Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome
(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department)

**NB:** Kindly be informed that due to budget constraints in the department, no S&T will be paid to any candidate who will be attending interview.

**CLOSING DATE FOR APPLICATIONS IS: 11 OCTOBER 2019**

_(Original signed by CEO)_

MEDICAL MANAGER/CEO  
NSELENI COMMUNITY HEALTH CENTRE  
KZN- DEPARTMENT OF HEALTH

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POST: MEDICAL OFFICER GRADE 1 & 2
NUMBER OF POST: ONE (1)
CENTRE: NSELENI CHC
COMPONENT: MEDICAL (HAST)
REFERENCE: NSE/02/2019
REMUNERATION: All inclusive salary packages (This inclusive Package consists of 70% basic salary and 30% flexible that portion may be structured in terms of the applicable rules)
GRADE 1 SALARY: R 821 205.00 (per annum) PLUS Commuted Overtime
: 18% Rural Allowance
GRADE 2 SALARY: R 842 028.00 (per annum) Plus Commuted Overtime
: 18% Rural Allowance

MINIMUM REQUIREMENTS:

- Requires appropriate qualification (MBCHB or equivalent qualification) plus a valid registration with HPSCA as a Medical Practitioner)
GRADE 1: Registration with HPSCA as Medical Practitioner.
GRADE 2: Minimum of 5 years’ experience after registration with the HPSCA as a Medical Practitioner post community service.

RECOMMENDATION(S):

- Valid driver’s license

KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

- Sound knowledge of clinical and surgical skills necessary at a CHC level
- Skills in male medical circumcision, management of trauma, emergency management of mental Health Care users before referral, management of sexual assault/rape survivors and PEP policies/protocols.
- Knowledge of skills in internal medicine, pediatrics, gynaecology, obstetric, national TB and ARV programmes including PMTCT.
- Management of HIV/AIDS, sexually transmitted infections, TB (Tuberculosis) and HCT programme. A qualification in HIV/AIDS management will be an added advantage.
- Good communication, interpersonal and leadership skills
- Computer literacy
- Knowledge and understanding of Batho Pele principles, patient’s Right Charter, Priority National Programmes, Medical/medico-legal and ethics principles and all applicable legislations.

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KEY PERFORMANCE AREAS:

- Interview, examine, investigate, diagnose and oversee the treatment of patients, including chronic medical ailments/conditions, medical, surgical, obstetric and gynecological emergencies, HIV and TB patients, sick children, antenatal, intrapartum and postnatal patients, mental health care users.
- Provision of good quality, patient-centred and community-oriented care for all patients. Promote and ensure good continuity of care
- Work as a consulting Doctor at the CHC and for the clinics as part of the PHC team, doctors, nurses, paramedical staff, pharmacy and allied health professionals.
- Participation in multidisciplinary teams and joint programme with all stakeholders including NGO's, other governmental departments.
- Flexibility in performing other clinical duties in other units in the CHC, as may be necessary including participating and supporting community outreach programme.
- Diagnosing and facilitating patient's referral to higher levels of care, in line with established referral path ways.
- Participation in commuted overtime duties.
- Instill confidence in public service and also the medical profession through exemplary behavior
- Support PHC clinics linked to the CHC, that refer to the CHC
- Provide medical support to the PHC, clinical staff (all categories)
- Participation in patient satisfaction surveys and reducing waiting times.
- Maintain and continuously improve professional and ethical standards.
- Teaching, training and supervision of junior staff and collaboration with allied health professionals.
- Facilitation of staff training and ongoing medical education (CME/CPD activities) and training of junior staff/ doctors, nurses and other relevant categories.
- Handle disability grant processing.
- Provide preventive health interventions and measures to promote health.
- Perform duties as delegated by the supervisor and CEO of the CHC.
- Participation in male medical circumcision as a part of strategies for prevention and reduction of HIV/AIDS.

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

ENQUIRIES: Dr. A. Boa-Amponsem -Clinical Manager (HAST)

Tel: 035 795 1124

Applications should be forwarded to Human Resource Department

ATTENTION: THABISILE DLAMINI
PRIVATE BAG X 1031
RICHARDS BAY
3900

CLOSING DATE: 11 OCTOBER 2019

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