Date: 10 March 2020

TO: ALL HEADS OF ALL DEPARTMENTS

RE: VACANCIES IN THE DEPARTMENT OF HEALTH: OSINDISWENI HOSPITAL

The contents of this Circular Minute must be brought to the attention of all eligible employees on the establishment of all institutions. It must be ensured that all who meet the requirements of the posts 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 Z83); which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed.
   (b) A detailed Curriculum Vitae (CV); and
   (c) Recently certified copies of identity / passport documents; all Educational Qualifications and Certificates of service from previous and current employers and not copies of certified copies.
   (d) Certificate of service must be attached as proof of experience.

2. The Reference Number and Position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83.

3. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications from SAQA, citizenship and previous experience verifications).

4. The successful candidate would be required to sign a performance agreement within three (3) months of appointment.

5. Non-South African citizen applicants must have a valid work permit and proof must be attached thereof.

6. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two (2) months after the closing date of the advertisement, consider your application as unsuccessful.

7. We welcome applications from person with disabilities.

Failure to comply with the above instructions will disqualify the applicant(s).
(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: Due to financial constraints there will be no S&T Payments

CLOSING DATE FOR APPLICATIONS: 09 April 2020
Applications should be forwarded to: The Chief Executive Officer
Osindisweni District Hospital
Private Bag X 15
Verulam, 4340

Original Signed by CEO

Mr. J.N Shabane
CHIEF EXECUTIVE OFFICER

Fighting Disease, Fighting Poverty, Giving Hope
POST: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT
CENTRE: OSINDISWENI HOSPITAL
NUMBER OF POST X 01
REFERENCE: OSI HRM 01/2020
SALARY NOTCH: R 376 596.00 per annum

OTHER BENEFIT:

- 13TH Cheque
- Medical Aid (Optional)
- Housing Allowance (candidate must meet prescribed requirements)

MINIMUM REQUIREMENTS

- Senior Certificate STD 10/Grade 12,
- Degree/National Diploma in Human Resource Management / Public Management or Equivalent Qualification
- 3-5 years in Human Resource Component, of which three (03) years must be Supervisory Level.
- A valid driver’s license code B (08)
- Proof of current and previous work experience endorsed and stamped by Human Resource Manager.

KNOWLEDGE, SKILLS, COMPETENCIES REQUIRED:

- Good knowledge of Human Resource Management
- Good sound knowledge of departmental Legislation, prescripts and policies
- Good Listening, Writing and Communication skills
- Computer literacy
- Good Decision making

KEY PERFORMANCE AREAS

- Manage Human Resource Planning, development and EPMDS in support of service delivery imperatives.
- Ensure the development and implementation of human resource employment equity and workplace skills plan for the Institution in consultation with all stakeholders.
- Participate in and provide inputs in Institutional strategic and operational planning and reporting sessions.
- Coordinate all HRD programmes and activities.
- Manage Human Resource Provisioning and practices in line with prevailing legislation prescripts and policies.
- Monitor human resource records and document management system.
- Ensure effective leave management system.
- Manage Labour Relations matters to ensure effective employment relations.
- Ensure the coordination of Institutional Management Labour Committee meetings.
- Ensure training of staff on Labour Relations.
- Create awareness of Labour relations within the Institution.
- Ensure compliance with grievance, mediation and arbitration proceedings.
- Manage the Employee Health and Wellness Programme in order to enhance employee productivity, safety and morale.
- Ensure coordination of Institutional Employee Health and Wellness Committee Meeting (IEHWCM).
- Ensure training of staff on Employee Health and Wellness Programme within the Institution.
- Supervise staff and manage Human Resource Risk areas and assets.
- Manage EPMDS and staff development.
- Management of staff leaves utilization.
- Ensure the effective utilization of resources including assets allocated to human resource Component.
- Provide advice and guidance to all officials in the Institution.
- Ascertain/substantiate possible discipline.

Closing Date: 09 April 2020

ENQUIRIES: Mr. J.N Shabane: Chief Executive Officer

Telephone: 032 541 9201/9206
POST: ASSISTANT DIRECTOR: FINANCE MANAGEMENT  
CENTRE: OSINDISWENI HOSPITAL  
NUMBER OF POST X 01  
REFERENCE: OSI FIN 02/2020  
SALARY NOTCH: R 376 596.00 per annum

OTHER BENEFIT:

- 13th Cheque
- Medical Aid (Optional)
- Housing Allowance (candidate must meet prescribed requirements)

MINIMUM REQUIREMENTS

- Senior Certificate STD 10/Grade 12,
- Degree/National Diploma in Financial Management or Equivalent Qualification
- 3-5 years in Finance / Supply Chain, of which three (03) years must be Supervisory Level.
- A valid driver’s license code B (08)
- Proof of current and previous work experience endorsed and stamped by Human Resource Manager.

KNOWLEDGE, SKILLS, COMPETENCIES REQUIRED:

- Good sound knowledge of Public Service Policies, Regulations and Legislations
- Managing staff
- Compilation of Statistics
- Training and Development of staff
- Good Listening, Writing and Communication skills
- Computer literacy
- Good Decision and Leadership making skills

KEY PERFORMANCE AREAS

- Improve Financial Management for the hospital and Clinic.
- Facility has an effective cash flow management system.
- % of budget spent according to projection.
- Facility has an approved Procurement Plan.
- Ensure department meets its strategic objectives and Budget is aligned to APP.
- Improve Supply Chain Management.
- Approved Bid Committee to ensure effective SCM processes.
- Ensure that good and services are procured in a cost effective way.
- Facility conducting quarterly and annual stock take and timeously submission of report to Provincial SCM.
- Maintain adequate availability and efficient utilization of staff in the finance section.
- Recruitment, Selection and Placement of personnel in his/her section.
- Staff performance assessed in terms of departmental performance management system.
- Staff trained and developed to improve efficiency, accuracy and performance of the component.
- Compliance with PFMA, Treasury Regulations, Public Service Act and Regulations.
- Conduct internal audit and risk management.
- Ensure that adequate policies, system and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization.
- Timeous updating of bin and ledger cards to avoid stock losses.
- Cases of fraud or corruption are timeously disclosed to Accounting Officer.
- Disclosure of interest/ conflict of interest at appropriate structures/times, for e.g SCM committees.
- Develop, implement and monitor measures designated to optimize the collection of revenue.
- Checking cash analysis for accuracy and elimination of risk.
- Ensure revenue reconciliation statements are reported monthly.
- Advocating the use of all follow up procedures for recovering outstanding fees before accounts can be considered for write-off.

Closing Date: 09 April 2020

ENQUIRIES: Mr. J.N Shabane: Chief Executive Officer

Telephone: 032 541 9201/9206

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING