TO HEADS OF ALL DEPARTMENTS

VACANCY IN THE DEPARTMENT OF HEALTH: PHOENIX COMMUNITY HEALTH CENTRE: ETHEKWINI

CIRCULAR MINUTE: PCHC 09/2019

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all institutions. Institutions must ensure 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.

DIRECTION TO CANDIDATES

1. The following documents must be submitted:

   - Applications for Employment Form (Z83), which is available from any Government Office OR the website www.kznhealth.gov.za
   - Certified copies of ID document, Grade 12 / Matric, highest educational qualifications, registration certificates plus proof of current HPCSA registration as a Medical Officer, (Not copies of certified copy)
   - Curriculum Vitae
   - Certified copy of certificates of service
   - Faxed and emailed applications will not be considered.
   - Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.
   - The post will be filled in terms of the Employment Equity Target
   - Proof of current and previous work experience endorsed and stamped by Human Resource Office. Period of experience must be clear i.e. date, month and year).

2. Persons with disabilities should feel free to apply for the post.
3. The reference number must be clearly indicated in the column provided on the form Z.83 i.e. PCHC 09/2019

**NB** Failure to comply with above instructions will disqualify applicants

4. The appointment is subject to the positive outcome obtained from NIA to the following checks: (Security checks, Credit records, CIPC, qualification, citizenship and previous experience verification)

5. Please note that due to a large number of applications anticipated, applications will not be acknowledged, however applicants will be advised of the outcome of their application in due course.

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativeness in all levels of all occupational categories in the Department.

**NB: AFRICAN MALES ARE ENCOURAGED TO APPLY.**

**NB:** Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews

Enquires: Dr BC Badripersad  
Telephone: 031 5380806  
Closing date: 18th October 2019

Application to be forwarded to: The Human Resource Manager  
Phoenix Community Health Centre  
P/Bag x 007  
Mount Edgecombe  
4300

OR Hand delivered to: The Human Resource Manager  
Phoenix Community Health Centre  
30/32 Brookstone Place  
Whetstone, Phoenix

Attention: Mr VS Mtshali

(Signed original is available on request.)

________________________________________  _____________  
CHIEF EXECUTIVE OFFICER  
PHOENIX CHC  
Date
POST: Medical Officer (Grade 1)
COMPONENT: ARV
CENTRE: Phoenix Community Health Centre
REFERENCE NO: PCHC 09/2019
NO. OF POST: 1
SALARY PACKAGE: R821 205.00 per annum.
OTHER BENEFITS: All-inclusive package (This package consists of 70% Basic salary and 30% flexible portion that can be structured in terms of the applicable rules) with compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive.

MINIMUM APPOINTMENT REQUIREMENTS
- Senior Certificate STD 10/Grade 12 Plus
- MBCHB Degree or Equivalent qualification
- Current Registration with the Health Professional Council of South Africa as a Medical Practitioner
- Certificate of registration with HPCSA as a Medical Practitioner
- Proof of work experience for previous and current work experience endorsed and stamped by HR must be attached.

RECOMMENDATIONS
- Certificate/Diploma in ARV Management

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES
- Knowledge of current Health Legislation and policies at Public Institutions.
- Sound knowledge of ARV Programme including STI’s, PMTCT and National TB Programme.
- Good research and presentation skills.
- Information management and quality assurance programs.
- Ability to function with Multi-disciplinary team.
- Sound knowledge and clinical skills in Adult and Pediatric Care.
- Excellent human, communication and leadership.
- Good Team Builder and problem solver.

KEY PERFORMANCE AREAS
- Provision of quality patient centered care for all patients.
- Maintenance and continuous improve professional and ethical standards.
- Provide ongoing medical management of patients with acute chronic conditions, ARV Management and PHC Clinics.
- Handle disability grants assessments.
- Maintain accurate health records in accordance with Legal Ethical consideration.
- Provide medicine related information to clinical staff as may be required.
- Train and guide junior staff and other health associated Professionals.
- Provide and manage antiretroviral treatment for both adult and children.
- Participate in communicable Health disease programs and ensure that relevant patients statistics are maintained to facilitate proper decision making.
- Conduct Orientation and induction programs for junior colleagues and Community service Medical Practitioners.

**NB: AFRICAN MALES ARE ENCOURAGED TO APPLY**

**Enquiries** : Dr BC Badripersad  
**Telephone** : 031-538 0806  
**Closing Date** : 18th October 2019

*(Signed original is available on request.)*

**CHIEF EXECUTIVE OFFICER**  
**Date**: __________