TO: HEADS OF INSTITUTIONS

RE: VACANCIES IN THE DEPARTMENT OF HEALTH: PRINCE MSHIYENI MEMORIAL HOSPITAL

MEDICAL OFFICER GRADES 1-3 (PAEDS) x 2 POSTS – RE-ADVERTISED

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 ensured that all employees 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.
   b) A detailed ‘Curriculum Vitae’
   c) Recently certified copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s (* Note it is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) – and not copies of certified copies.

2) Applicants applying for more than one (1) post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post.

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

4) All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply.

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

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

7) Please note that due to the high 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 months after the closing date of the advertisement, consider your application as unsuccessful, please.

8) Persons with disabilities, the African Male / Female, Coloured Male, White Female and Male are encouraged to apply for the post.

9) The Department reserves the right not to fill the post/s.

Failure to comply with the above instructions will disqualify applicants.

(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.)

CLOSING DATE: 01 NOVEMBER 2019

MR GBCTE KHAWULA
CHIEF EXECUTIVE OFFICER
The following are encouraged to apply:

Persons with disability; African male / female, Coloured male and White female / male

POST: MEDICAL OFFICER GRADE 1-3
NO OF POST: 02
COMPONENT: PAEDIATRICS
REFERENCE: PMMH/MO/PAEDS 02/2019

**SALARY:** (all-inclusive packages) consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Salary Range</th>
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<tbody>
<tr>
<td>Medical Officer 1</td>
<td>R821 205.00 – R884 670.00 pa</td>
</tr>
<tr>
<td>Medical Officer 2</td>
<td>R893 964.00 – R1 026 693.00 pa</td>
</tr>
<tr>
<td>Medical Officer 3</td>
<td>R1 089 693.00 - R1 362 366.00 pa</td>
</tr>
</tbody>
</table>

**OTHER BENEFITS**
- In-Hospitable Area Allowance (18% of basic salary)
- Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a performance contract for commuted overtime.

**MINIMUM REQUIREMENTS AND EXPERIENCE:**
- MBCHB degree or equivalent qualification plus
- Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner.
- Proof of current registration as a Medical Practitioner with HPCSA.

**EXPERIENCE:**
- Medical Officer Grade 1: No experience required
  - The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

- Medical Officer Grade 2: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner.
  - The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

- Medical Officer Grade 3: 10 year’s registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner
  - The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES**
- Sound clinical knowledge, competency and skills in a clinical domain.
- The ability to work under supervision within a large team environment
- Good communication, leadership, interpersonal, and supervisory skills.
- Ability to manage patients independently, diligently, responsibility and engage when necessary.
- Knowledge of current health policies, legislation, programmes and priorities within the domain
- Ability to teach, guide and junior staff within the department.

**KEY PERFORMANCE AREAS**
- To execute duties and functions with proficiency; to support the aims and objectives of the Institution that consistent with standards of patient care.
- Accept responsibility for the management of patients admitted to the Department.
- Assist in the preparation and implementation of guidelines and protocols.
- Participate in academic and training programmes.
- Sound clinical knowledge with regard to Paediatrics.
- Ability to deal with all medical emergencies.
- Knowledge of ethical medical practice.
- Assist with clinical audits.
- Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

**COMMUNITY SERVICE DOCTORS WHO ARE COMPLETING THEIR SERVICE MAY ALSO APPLY HOWEVER THE APPOINTMENT OF SUCCESSFUL APPLICANTS WILL BE SUBJECT TO THE PROVISION OF PROOF OF HPCSA REGISTRATION!**

**CLOSING DATE:** 01 NOVEMBER 2019

**ENQUIRIES:** DR. N NAIDOO  
TEL: 031 907 8380

Applications to be forwarded to:  
The Human Resource Manager  
Prince Mshiyeni Memorial Hospital  
Private Bag X07  
MOBENI: 4060.

**ATTENTION:** MRS TZ MAKANYA