



VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NUMBER PSRH/01/2024

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 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:-

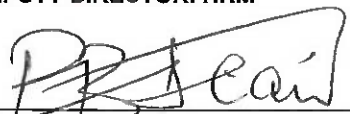
- (a) The most recent Z83 Application form for employment, which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. The Z83 must be completed in full.
- (b) Detailed Curriculum Vitae (CV) – information such as Educational Qualification, date/s of registration with relevant Councils, relevant work experience and periods in service should be clearly indicated on the CV.
- (c) Applications are not required to submit copies of qualification and other relevant documents with the application. NB HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview.
- (d) Applications must be submitted on or before the closing date, late/incomplete applications will be eliminated.
2. The reference number must be indicated in the column provided in the Z83 e.g. PSRH 01/2023.
3. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (Security Clearance (Vetting), Criminal clearance, credit records, and citizenship), verification of educational Qualifications by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC)
4. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor.
5. Applicants are respectfully informed that, if no notification of appointment is received within Three (3) months after the closing date, they must accept that their applications were unsuccessful.
6. The Department reserves the right to or not to make appointment(s) to the advertised post(s).
7. 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.
8. Port Shepstone Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the institution. People with disabilities should feel free to apply for the advertised post.
9. All shortlisted candidates will be required to submit proof of current and previous work experience (certificate of Service) endorsed and stamped by the Human Resource department prior to the date of the interview.

(N.B) KINDLY BE INFORMED THAT DUE TO THE SEVERE BUDGET CONSTRAINTS, THE DEPARTMENT IS EXPERIENCING, S&T CLAIMS & RESETTLEMENT (INCLUDING REMOVAL OF BELONGINGS) WILL NOT BE PAID TO ANY CANDIDATE THAT IS ATTENDING THE INTERVIEW PROCESS AND THOSE FOUND SUITABLE FOR APPOINTMENT.

Closing date: 02nd of FEBRUARY 2024


DEPUTY DIRECTOR: HRM

DATE: 15/12/2023


ACTING CHIEF EXECUTIVE OFFICER

DATE: 18/12/2023

POST
CENTRE
NO OF POSTS
REFERENCE NO.
SALARY REMUNARATION

ENGINEER (ELECTRICAL/ MECHANICAL)
PORT SHEPSTONE REGIONAL HOSPITAL
1
PSH 01/ 2024
R 795 147 – 00
OTHER BENEFITS: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

MINIMUM REQUIREMENTS FOR THE POST

Matric / Senior Certificate. Degree in Engineering qualification.
Registered with ECSA as a Professional Engineer.
Minimum of 3 years' experience post qualification.
Computer Literacy
Certificate of service endorsed by HR.
Valid unendorsed driver's license

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

Knowledge of construction contracts / ISO standards/ Construction Industry Development/ Project management / OHS/ SCM / Finance management / Engineering Profession.
Good verbal and written communication, problem solving, conflict resolutions skills and good interpersonal relations
Computer literacy - proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint)
Skills in: Applying Expertise and Technology/Adhering to Principles and Values /Delivering Results and Meeting Customer Expectations /Writing and Reporting/ Formulating Strategies and Concepts/ Presenting and communicating Information. /Creating and Innovation.
Ability to plan, organize and negotiate and work as a team.
Knowledge of relevant acts and regulations for engineering, maintenance, and health facilities
Communication with stakeholders Head Office Components / District Offices and Health Facilities/Implementing Agent (s)/ Provincial Public Works/ Communities /National Department of Health/ Professional Service Providers

KEY PERFORMANCE AREAS

Implement and monitor effective hospital policies, protocols, practices within the day-to-day operational areas. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital. Oversee compliance with all non-negotiable requirements. Oversee and provide support on infrastructural engineering and maintenance services. Effective and efficient resources management. Review infrastructure projects and programs in line with the built environment norms, standards and legislative requirements. Manage and participate in post Project and Occupancy Evaluation exercises. Provide feedback to Directorate Infrastructure Planning on function and technical norms and standards that should be from a space and design perspective. Infrastructure Program and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Infrastructure Project Commissioning. Infrastructure Program and Project Planning in line with IDMS. Infrastructure Program and Project Implementation and Monitoring.

Detailed application for employment (Z83) and Curriculum Vitae.
Certified copies – MUST NOT BE SUBMITTED WHEN APPLYING FOR EMPLOYMENT.

NB:

APPLICANTS ARE ENCOURAGE TO UTILISE COURIER SERVICES

(ONLY SHORT LISTED CANDIDATES WILL BE REQUESTED TO SUBMIT PROOF OF QUALIFICATIONS AND OTHER RELATED DOCUMENTS)

ENQUIRIES
APPLICATIONS

Mr DG Gounden (039) 688 6111
Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240.
Or
11 – 17 Bazley Street Port Shepstone 4240

FOR ATTENTION

Mr. ZM Zulu

CLOSING DATE

02ND FEBRUARY 2024

PLEASE NOTE:

Due to financial constraints, there will be no payment of S&T Claims. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (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). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications