



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

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PORT SHEPSTONE REGIONAL HOSPITAL

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NUMBER PSRH/05/2024

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.

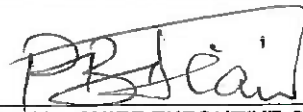
9. All shortlisted candidates will be required to submit proof of current and previous work experience (certificate of Service) endorsed and stamped by the Human Resource department prior to the date of the interview.

(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

PP 
DEPUTY DIRECTOR: HRM

DATE: 18/12/2023


ACTING - CHIEF EXECUTIVE OFFICER

DATE: 18/12/2023

POST	ASSISTANT DIRECTOR SPEECH THERAPIST
CENTRE	PORT SHEPSTONE REGIONAL HOSPITAL
NO OF POSTS	1
REFERENCE NO.	PSH 05/ 2024
SALARY REMUNERATION	R 578 367 – 00
	OTHER BENEFITS: 17% Rural Allowance
	Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
MINIMUM REQUIREMENTS FOR THE POST	<p>Matric, Appropriate qualification that allows registration with the HPCSA as a Speech Therapist.</p> <p>Current registration with HPCSA as a Speech Therapist 2023/2024. A minimum of 8 years relevant experience after registration with HPCSA as an independent practitioner of which 5 years must be experience in Supervisor / Management</p> <p>Certificate of service endorsed by HR</p>
KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED	<p>Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedure.</p> <p>Human Resource and financial management skills.</p> <p>Sound knowledge of disciplinary processes and grievance procedures.</p> <p>Knowledge of competency in high quality diagnostic and therapeutic Speech therapy service.</p> <p>Ability to function under pressure and professional ethics.</p> <p>Policy formulation and analysis skills.</p> <p>Internal audit skill</p>
KEY PERFORMANCE AREAS	<p>Execute all Speech Therapy management duties, administrative functions, supervision and responsibilities to the best of ability and within all applicable legislation.</p> <p>Provide a consultative Speech Therapy and rehabilitation services to health professionals and patients. Develop protocols to ensure that Speech Therapy and rehabilitation services comply with occupational health and safety. Manage the allocated budget and implement the financial management system for the Speech Therapy department. Maintain the optimal utilisation of human resources in the Speech Therapy department. Conduct employee performance and development system. Provide expert advice and guidance on the selection and purchase of speech therapy equipment whilst ensuring quality cost effectiveness. Provide clinical training to Speech Therapy students from tertiary institutions. Ensure the department is compliant to NCS, IPC, OHS acts</p> <p>Be part of relevant committees at PSRH and represent the department on various meetings including cash flow. Ensure compliance to Quality Improvement projects within the hospital</p> <p>Maintain the operational reliability of the department. Perform administrative and clinical duties as needed</p> <p>Detailed application for employment (Z83) and Curriculum Vitae</p> <p>Certified copies – MUST NOT BE SUBMITTED WHEN APPLYING FOR EMPLOYMENT.</p>
NB:	<p>APPLICANTS ARE ENCOURAGE TO UTILISE COURIER SERVICES</p> <p>(ONLY SHORT LISTED CANDIDATES WILL BE REQUESTED TO SUBMIT PROOF OF QUALIFICATIONS AND OTHER RELATED DOCUMENTS)</p>
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	<p>Dr PB DLAMINI (039)688 6147/Dr M PANAJATOVIC 039688 6044</p> <p>Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240.</p> <p>Or</p> <p>11 – 17 Bazley Street Port Shepstone 4240</p>
<u>FOR ATTENTION</u>	Mr. ZM Zulu
<u>CLOSING DATE</u>	02ND FEBRUARY 2024
PLEASE NOTE:	<p>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</p>