



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE:
Human Resources**

Queen Nandi Regional Hospital

Private Bag X2005, EMPANGENI, 3880

29 Union Street, Empangeni, 3880

Tel 035 9077000 Ext 7023/22/21/20 Fax: 035 772 1365

Reference No: HRM 7/1/2

HR Enquiries: Mrs BW Ntsele

Contact Tel No: (035) 9077023/22/21/20

VACANCIES IN THE DEPARTMENT OF HEALTH: QUEEN NANDI REGIONAL HOSPITAL

CIRCULAR MINUTE NO QNRH 24 (Year 2023)

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all institution. 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 away from their normal places of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
 - The most recent Z83 application form for employment which is obtainable at any Government Department or the website : www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do so may results in disqualification. .
 - **Detailed** Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV.
 - Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only.
 - The reference number must be indicated in the column provided on the form Z83 as per job advertisement **e.g.** EMP 27/2011.
2. People with disabilities should feel free to apply.
3. Please note that due to a large number of applications envisaged to be received, applications will not be acknowledged. Only shortlisted candidates will be communicated.
4. Employment Equity Target : African Male
5. Fingerprints will be taken on the day of the interview
6. The social media accounts of shortlisted applicants may be assessed.
7. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered).
8. The department is an equal opportunity, affirmative active employer, whose aim is to promote representability in all occupational categories in the Institution.

The appointment is subject to positive outcome obtained from the NIA to the following checks: pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening.

Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply:

- *Subsistence & Travelling (S&T) allowance claims will not be processed.*
- *Resettlement and or relocation claims will not be paid*
- *The Hospital has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty.*
- *Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided*

NB: Management reserves the right to allocate employees outside the appointed domain as determined by service delivery demands.

All applications must be forwarded to:

THE HOSPITAL CEO

QUEEN NANDI REGIONAL HOSPITAL
PRIVATE BAG X20005, EMPANGENI,
3880

Attention: Human Resource Office

OR

**Hand Delivered Applications (HR office
hours: 07h00 to 16h00 – Monday to
Friday)**

QUEEN NANDI REGIONAL HOSPITAL
29 Union Street
EMPANGENI
3880

OR

Electronically delivered:

queennandihospital.hrjobapplication@kznhealth.gov.za

**ORIGINAL COPY SIGNED
ACTING HOSPITAL CEO**

READVERTISEMENT

POST : CHIEF OCCUPATIONAL THERAPIST GRADE 1 (1 Post)
DISCIPLINE : OCCUPATIONAL THERAPY & CHILD DEVELOPMENT SERVICES
CENTRE : QUEEN NANDI REGIONAL HOSPITAL (QNRH)
REFERENCE NO. : EMP02/2024

SALARY SCALE : R 520 785.00 – R578 367.00 p.a

OTHER BENEFITS : 13th Cheque, Medical Aid (Optional), Housing Allowance
(employee must meet the prescribed requirements), 12% In-hospitable area allowance.

MINIMUM REQUIREMENTS FOR THE POST:

- Senior Certificate / Grade 12.
- Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Occupational Therapist.
- Health Professions Council of South Africa (HPCSA) Registration Certificate as Occupational Therapist
- Current registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist
- A minimum of three (3) years appropriate experience in the relevant profession after registration with the HPCSA
- Proof of current and previous working experience endorsed by Human Resource department (certificate of service).
- Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.

RECOMMENDATIONS

Experience with working with neurologically impaired paediatric patients Plus
Knowledge of Occupational Therapy medicolegal work Plus
Driver's License

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Sound knowledge of Occupational Therapy practices and ethos
- Sound knowledge of Occupational Health and Safety Act and Labour Relations.
- Ability to plan and organize own work and that of junior staff.
- Clinical competence- execution of treatment procedures.
- Ability to communicate clearly, motivate and solve minor operational conflicts.
- Leadership and good interpersonal relations.

- Ability to problem solving and application of analytical skills in patient care, decision making and management procedures.
- Ability to plan and work within a multidisciplinary team.
- Good knowledge of physical, psychiatric conditions, paediatrics, and application of appropriate therapeutic interventions.
- Knowledge of relevant health acts and legislation that governs Kwa Zulu Natal and the profession e.g. Occupational Health & Safety, Scope of Practice and National Health Act.

KEY PERFORMANCE AREAS

- Ensure provision of good quality Occupational Therapy service according to patient's needs
- Provide leadership and guidance in the Occupational Therapy Services
- Supervise Occupational Therapists Community Service and Occupational Therapist Assistants
- Represent Occupational Therapy Services in meetings, workshops and events
- Render diagnostic and therapeutic Occupational Therapy Services in accordance with patient needs including completions of disability grant assessments, work assessments; prescribing and ordering of relevant assistive devices according to patient's needs.
- Facilitate psycho-social rehabilitation support groups for patients with occupational or mental illness.
- Use a holistic approach in providing health care services including counselling of both patient and family when necessary.
- Inspect and use equipment professionally ensuring that it complies with the safety standards
- Develop and monitor implementation of SOP's and other quality improvement programmes to ensure compliance with National Core Standards.
- Write reports when required and submit accurate treatment records
- Attend ward rounds regularly and report on patient progress to the health care team
- Attend institutional in-service training programmes, conduct campaigns and awareness
- Contribute to the overall growth of the Occupational Therapy unit in the institution.

CLOSING DATE FOR APPLICATIONS: 16 FEBRUARY 2024

ENQUIRIES: DR M SAMJOWAN : TEL NO: 035 907 7008