VACANCIES IN THE DEPARTMENT OF HEALTH

The content of this Circular Minute must be brought to the notice of all eligible officers and employees in your establishment without delay, including those in Regional /District offices. Institutions must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal place of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
   (a) Application for Employment Form (Z.83), which is obtainable from any Government Department OR from the website – www.kznhealth.gov.za  NO FAXED APPLICATIONS! NB: SECTION A AND B MUST ALSO BE FULLY FILLED.
   (b) Certified copies of highest educational qualifications, not older than three months—not copies of certified copies
   (c) Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY including reasons for leaving employment.
   (d) Certified copies of an ID, Qualifications not older than three months.
   (e) Certificate of Service

2. The reference number must be indicated in the column provided on the form Z.83 e.g. Reference number RCH 02/2020

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

4. Please note that due to the large number of applications anticipated, applicants will not be acknowledged. Only those interviewed will be informed of the outcome.

5. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful.

NB: Failure to comply with 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).

NB! DUE TO FINANCIAL CONSTRAINTS, NO S & T COSTS WILL BE PAID TO CANDIDATES.

PEOPLE WITH DISABILITIES ARE INVITED TO APPLY AS WELL.

ALL APPLICATIONS TO BE FORWARDED TO:  The Human Resource Manager
                                          Richmond Hospital
                                          P.O BOX 133
                                          Richmond
                                          3780

ORIGINAL SIGNED
Dr MN ANWAR
ACTING CHIEF EXECUTIVE OFFICER
RICHMOND HOSPITAL
JOB TITLE : Medical Officer: (Grade 1, 2, 3)
INSTITUTION : Richmond Specialized TB Hospital
No. OF POSTS : 01
REFERENCE NUMBER : RCH 02/2020
REMUNERATION : Grade 1 = R821 205.00 per annum
                : Grade 2 = R938 964.00 per annum
                : Grade 3 = R1 089 693.00 per annum
OTHER BENEFITS : This inclusive package consists of 70% basic Salary and 30% flexible Portion that can be structured in terms of applicable rules
                : 18% Rural allowance
                : Commuted overtime (subject to approval)

MEDICAL OFFICER GRADE I

MINIMUM REQUIREMENTS

- Senior Certificate PLUS
- Appropriate qualification in Health Science-MBCHB PLUS
- Proof of Current registration with HPCSA as a Medical Practitioner
- Certificate of Registration with HPCSA as a Medical Practitioner
- 1 year relevant experience after registration as a Medical Practitioner with a recognised 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.
- Applicants in possession of a foreign qualification must attach the 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 application.
- Proof of experience / Certificate of Service endorsed and stamped by Human Resources

MEDICAL OFFICER GRADE II

MINIMUM REQUIREMENTS

- Senior Certificate PLUS
- Appropriate qualification in Health Science-MBCHB PLUS
- Current registration with HPCSA as a Medical Practitioner plus 5 years' experience after Registration with the HPCSA as a Medical Practitioner
- 6 years relevant experience after registration as a Medical Practitioner with a recognised 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.
- Applicants in possession of a foreign qualification must attach the 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 application.
- Proof of experience / Certificate of Service endorsed and stamped by Human Resources

MEDICAL OFFICER GRADE III

MINIMUM REQUIREMENTS

- Senior Certificate PLUS
- Appropriate qualification in Health Science-MBCHB PLUS
- Current registration with HPCSA as a Medical Practitioner plus 10 years' experience after Registration with the HPCSA as a Medical Practitioner
- 11 years relevant experience after registration as a Medical Practitioner with a recognised
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.

- Applicants in possession of a foreign qualification must attach the 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 application.
- Proof of experience / Certificate of Service endorsed and stamped by Human Resources

**KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES**

- Ability to diagnose and manage medical problems including emergencies in relevant Departments.
- Knowledge of health care system and medical ethics
- Knowledge of relevant acts, policies and regulations of the Department of Health
- Excellent human, communication, interpersonal skills and leadership skills
- Ability to function as part of multi-disciplinary team to district/regional level.
- Participate in the departmental programme planning, implementation and evaluation.
- Ability to make a difference.
- Good teamwork building and problem solving
- Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders.
- Good research and presentation skills

**KEY PERFORMANCE AREAS**

- Provision of quality patient centered care for all patients
- Examine investigate, diagnose and oversee the treatment of patients
- Knowledge of current Health Legislation and policies at Public institutions
- Sound knowledge of National TB Programme , ARV Programme and COVID 19 management
- Sound knowledge and clinical skills in General Medicine
- Provide medicine related information to clinical staff as may be required
- Undertake on-going care individuals patients to allow for continuity of care
- Train and guide staff and health associated professionals
- Knowledge and understanding of Batho Pele Principle
- Ensure that cost effective service delivery is maintained within the respective department
- Sound Medical ethics
- Provision of afterhours services to care for emergency cases

**Enquiries** : Dr. M Anwar (Clinical Medical Manager) 033-2122170
Application should be forwarded to : Human Resource Manager
Address : Richmond Hospital
PO Box 133
Richmond
3780

**CLOSING DATE: 26 June 2020**

**ORIGINAL SIGNED**
Dr MN ANWAR
ACTING CHIEF EXECUTIVE OFFICER
RICHMOND HOSPITAL
DATE : 10 June 2020