



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: HR PLANNING

Natalia Building, 330 Langalibalele Street, Pietermaritzburg 3200
Private Bag X9051, Pietermaritzburg 3200
Tel: 033-3952742 Fax: 086 539 6134 Email:rolize.erasmus@kznhealth.gov.za
www.kznhealth.gov.za

HUMAN RESOURCE MANAGEMENT SERVICES

Enquiries: Mrs R Erasmus
Reference: HRM 7/2/1

TO HEADS OF ALL INSTITUTIONS IN THE KZN PROVINCIAL ADMINISTRATION

REGISTRAR TRAINING POSTS IN THE DEPARTMENT OF HEALTH AND THE UNIVERSITY OF KWAZULU-NATAL: MEDICAL AND DENTAL (VARIOUS DISCIPLINES)

CIRCULAR MINUTE REG.02/2024

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. Institutions must ensure 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) Applicants must utilize the most recent application form (Z83), which is obtainable from any Government Department **and** Application for a Registrar post checklist which is obtainable from the website - www.kznhealth.gov.za
 - b) Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV).
 - c) The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form.
 - d) Applicants are **NOT required** to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV).
 - e) Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which must be submitted to on the day of the interview (ID document, Driver's license, educational qualifications, professional registration certificates, proof of current registration etc.)
 - f) A fully completed 'Application for a Registrar post checklist'. Where this is not fully completed or not attached, this may lead to disqualification.
 - g) It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
 - h) Non- SA Citizens/ Permanent Residents / Work permit holders must provide documentary proof on or before the day of the interview.
 - i) The reference number of the post must be indicated in the column provided on the Z83 application form e.g. REG.20/2024.
2. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications.
3. No late applications will be accepted.
4. Failure to comply with the above instructions will disqualify applicants.
5. Whilst applications are invited for the above disciplines, not all may be filled.

6. Applicants will be advised in due course, should a discipline which has been applied for be excluded from this process.
7. Applications from applicants who are already appointed in the Registrar Programme will not be considered.

NB: (a) Failure to comply with the above instructions will disqualify applicants.

(b) 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 the Company Intellectual Property Commission (CIPC).

8. Persons with disabilities should feel free to apply for the post.
9. Please note that due to the large number of applications received, applications will not be acknowledged.
10. Applicants are respectfully informed that, if you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful.

NB: Whilst applications are invited for the above Disciplines, not all may be filled. Applicants will be advised in due course, should a Discipline which has been applied for be excluded from this process.

(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 FOR APPLICATIONS IS 26 APRIL 2024.

HEAD OF DEPARTMENT

KWAZULU-NATAL

DATE: _____

4/04/2024





KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

POST : REGISTRAR (MEDICAL) AND (DENTAL)

TRAINING POSTS ARE AVAILABLE IN THE FOLLOWING DISCIPLINES:

DISCIPLINE	REFERENCE NUMBER	DISCIPLINE ENQUIRIES
FORENSIC MEDICINE	REG.20/2024	DR S. MFOLOZI: 031-260-2580
GENERAL SURGERY	REG.21/2024	DR B. PHAKATHI: 031-260-4271
INTERNAL MEDICINE	REG.22/2024	PROF N. MAGULA: 031-260-4242
PAEDIATRICS & CHILD HEALTH	REG.23/2024	PROF R. MASEKELA: 031-260-4348
RADIOLOGY	REG 24/2024	DR N. DLAMINI: 031-260-4425
DENTAL – MAXILLOFACIAL & ORAL SURGERY	REG: 25/2024	DR. N. DAKI: 033-395-2332

SUCCESSFUL INCUMBENTS WILL BE ROTATED THROUGH THE FOLLOWING CENTRES:

eThekwini Metro Complex (includes Stanger and Port Shepstone Hospitals)
Ngwelezana/Empangeni Complex
Northern Facilities (Newcastle and Madadeni)
PMB Metropolitan Complex
Family Medicine and Occupational Medicine candidates will also rotate to other identified sites

NOTE: MEDICAL REGISTRARS:

- * Training will take place at various sites for each discipline.
- * Registrars may be required to spend time at various training institutions.
- * The site for the 1st year of training and subsequent rotations will be determined by the Academic Head of Discipline.
- * Applicants are requested to apply separately for the disciplines of their interest. A maximum of three applications will be allowed which should be ranked in order of preference. One application for various Disciplines will not be accepted.
- * Applications from applicants who are already appointed in the Registrar Programme will not be considered.
- * The duration of Registrar training is 4/5 years, depending on the Discipline.
- * All Registrars will be expected to register with the university for the MMED, at own expense.
- * All Registrars will be required to sign a contract which includes training AND service responsibilities.
- * Registrars will be required to complete Performance Agreements and assessments as stipulated by the Department.
- * The interview process will also consist of technical and practical aspects as well as an Ethical Assessment

NOTE: DENTAL REGISTRARS

- * Training will be both within Gauteng and KZN Province
- * Initial relocation cost will be covered by Department of Health, Dental registrars will be responsible for finding their own accommodation
- * Training and rendering of clinical services will take place at various sites Greys, IALCH, King Edward and universities in Gauteng

- * The training sites will be determined by the Academic Head of Department
- * The duration of training is 5 years.
- * All Registrars will be expected to register with the university for the MDENT.
- * All Registrars will be required to sign a service obligation contract with KZN DOH
- * Preference will be given to candidates from KZN

SALARY: Entry level R906,540 per annum

Applicants to note: Salary package is subject to OSD determination plus commuted overtime

GENERAL MINIMUM REQUIREMENTS FOR ALL THE ABOVE POSTS:

Tertiary qualification (MBCHB) or equivalent (MEDICAL) / Tertiary qualification BCHD/BDS or equivalent (DENTAL); **PLUS**

- Current registration for Independent Practice with the Health Professions Council of South Africa;
- Twelve (12) months post Community Service experience as a Medical Officer/Dentist
- Valid driver's license
- Relevant Discipline Specific Minimum Requirements below.

Discipline Specific Minimum Requirements

Discipline	Discipline Specific Minimum requirements
Forensic Medicine	- NIL
General Surgery	- 12 months experience in the Discipline (including Casualty or other surgical disciplines i.e. ENT, Urology, Orthopaedics) and - Primary exam and - ATLS
Internal Medicine	- 12 months experience in the Discipline and FCP Part I and - Experience in a rural area or - <u>peripheral setting post community service</u>
Paediatrics & Child Health	- 6 months Regional Hospital experience in Discipline and - FC Paeds Part 1 OR Diploma in Child Health
Radiology	- 6 Months experience as a medical officer in discipline and - FC Rad Diag SA Part 1 exams
Dental	- A minimum of five (5) years in clinical practice. - A minimum of 6 months proof of work experience in a Maxillofacial unit or clinical activities related to maxillofacial and oral surgery.

- Please note that the formal offer of a Registrar post will be dependent upon proof of successful completion of the required examinations.

The interview process will also consist of technical and practical aspects as well as an Ethical Assessment. In addition to interview performance, candidates for each Discipline will be scored as per a Discipline-specific Selection Criteria considering weighted advantages in categories such as:

- Additional qualifications
- Work experience
e.g. Preference for candidates with at least one year experience in a rural/peripheral setting, post Community Service.
- Research experience including completion of research methodology courses/modules and development of protocols.
- Referee reports.
- Additional notable achievements.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Basic knowledge of Medical Practice Ethics
- Ability to manage patients independently.
- Ability to learn, innovate and be prepared to work overtime
- Good interpersonal skills
- An interest in conducting research
- Knowledge and respect of the Patients' Rights Charter and Batho Pele Principle

KEY PERFORMANCE AREAS

- Participation in academic and teaching programmes and meetings in the respective Departments
- Responsibility for care of patients at designated levels/sites, e.g. Outpatients, Wards, Theatres, ICUs etc
- Management of patients under supervision.
- Attendance at Ward rounds and/or Tutorials
- Supervision and teaching of undergraduates
- Provision of after-hours care for emergency services
- Clerking and keeping of comprehensive records of patients in the Hospital File
- Outreach activities as deemed necessary by the Clinical Supervisor

The Department reserves the right not to fill these post (s).

DEPARTMENT OF HEALTH HR ENQUIRIES: Mrs R Erasmus: 033 395 2742/3347/2669

Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details.

Applicants are encouraged to apply for the posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email addresses Samkelisiwe.Bhengu@kznhealth.gov.za AND Headoffice.Jobapplication@kznhealth.gov.za

OR

APPLICATIONS CAN / MAY ALSO BE FORWARDED TO:

THE HEAD OF DEPARTMENT
DEPARTMENT OF HEALTH
PRIVATE BAG X9051
PIETERMARITZBURG
3200

OR

HAND DELIVERY / COURIER TO:
330 Langalibalele Street
Natalia Building
Room 6-106 South Tower

ATTENTION: Mrs. R Erasmus
TEL: (033) 395 2742/3347/2669



APPLICATION FOR A REGISTRAR POST CHECKLIST

Applicants are required to complete the information required below and submit this document with their application and Z83. Where this is not fully completed or not attached, this may lead to disqualification.

INFORMATION REQUIRED	YES	NO	ADDITIONAL INFORMATION
Have you previously been employed as a Registrar OR completed Registrar training? If so, state: - University; - Discipline; - Duration completed; - Please attach your semester reports from the University for the duration of Registrar training done; - Reasons for reapplying; - If you did not complete your previous training, state the reasons why.			
Do you have at least 12 months experience as a Medical Officer (post community service)? If so, please provide details: - Hospital/s; - Duration of employment; - Position employed in.			
Do you have 3, 6 or 12 months experience in the Discipline you are applying for? If so, please provide details: - Hospital/s; - Duration of employment; - Position employed in.			
Do you have Part 1/Primary or Intermediate in the Discipline you are applying for? If yes, state date/s when acquired.			
Do you have a Diploma in the Discipline you are applying for? If yes, state date/s when acquired.			

Are you a South African citizen by birth?			
- If not, are you a South African citizen by descent/naturalization? Please provide the date of descent/naturalization, and proof will be required e.g. Certificate of descent/naturalisation.			
Have you been convicted of a criminal offence or been dismissed from employment? If yes, please provide details.			
Are there any special circumstances that the Committee should be aware of: - Disability; -Chronic illness; If yes, please provide details.			

- Applicants are to note that a separate application must be submitted for each Discipline applied for. A maximum of three applications will be allowed which should be ranked in order of preference. **One application for various Disciplines will not be accepted.**
- Applications from applicants who are already appointed in the Registrar Programme will not be considered.

Initials and surname of applicant

Signature of applicant

Date