ADVERTISEMENT

"This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of the Department. Persons with disabilities should feel free to apply for the post."

VACANCY IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minutes must be brought to the notice of all 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 the circular minute even if they are absent from the normal place of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
   a) Application for employment form (Z83), which is obtainable at the Human Resource Department OR from the website – www.kznhealth.gov.za
   b) Certified copies of ID, Matric, highest educational qualifications and professional registration with the HPSCA certificate – not copies of certified copies.
   c) Current registration with HPSCA.
   d) Updated Curriculum Vitae.
   e) Certified copy of certificate of service.

2. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2018
3. Faxed documents will not be accepted.

NB: Failure to comply with the above instructions will result in disqualification of the application

4. Please note that due to the large number of applications envisaged to be received, application will not be acknowledged. If you are not contacted by us after 3 months after the closing date, please regard your application as being unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course.
5. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening.
6. Due to financial constraints, no S & T claims to be paid to the people attending interviews.
7. The application should be sent to:

   HUMAN RESOURCE DEPARTMENT
   R.K. KHAN HOSPITAL
   PRIVATE BAG X004,
   CHATSWORTH, 4030

OR Hand deliver to Human Resource Department

2ND Floor Opposite Theatre
Recruitment Office

ACTING CHIEF EXECUTIVE OFFICER

DATE: 21/04/2020

Fighting Disease, Fighting Poverty, Giving Hope
POST : SENIOR MANAGER: MEDICAL SERVICES
REFERENCE NO. : RKK M 09/2020
INSTITUTION : R.K. KHAN HOSPITAL, CHATSWORTH
NUMBER OF POSTS : 01
REMUNERATION PACKAGE : R 1 512 009.00 PER ANNUM
(All-inclusive package)

MINIMUM REQUIREMENTS:

➢ Grade 12 or Senior Certificate
➢ MBCHB Degree.
➢ A minimum of FIVE (05) years' experience in Medical Management after registration with HPCSA.
➢ Registration certificate with the HPCSA as a Medical Practitioner.
➢ Current Registration with the HPCSA.

RECOMMENDATION

➢ Post-graduate Diploma/Degree in management will be an added advantage.
➢ Unendorsed valid Code 08 Driver's licence

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES:

➢ Possess sound knowledge of relevant Acts, Policies and Regulations administered by KZN Department of Health.
➢ Possess sound knowledge of the District Health System.
➢ Sound knowledge of clinical procedures and protocols within the discipline.
➢ Knowledge of the Current Health and Public Service Legislature.
➢ Have good communication, leadership, decision-making, team building and motivation skills.

KEY PERFORMANCE AREAS

➢ Ensure the provisions of protocols and guidelines to the Medical and allied Professions Team.
➢ Liaise with other health care institutions and the Medical School as and when necessary in consultation with the Head of Department.
➢ Formulate policies and procedures for clinical services and ensure that they are in accordance with current statutory regulations and guidelines.
➢ Provide leadership, management and support to all Cluster Manager, Clinical Heads, Clinical Managers, Pharmacy, Allied Health Professionals and all staff under their supervision.
➢ Conduct service assessment and implement quality improvement programmes.
➢ Ensure the proper and economical use of resources both Human and Financial.
➢ Ensure continuous monitoring of morbidity and mortality rates through clinical audits.
➢ Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.
➢ Ensure compliance with commuted overtime policy.
➢ Formulate strategic plans in keeping with the requirements of the Hospital and the department as directed by the Mission Statement.
➢ Ensure that cost effective service delivery is maintained within the hospital.
➢ Maintain discipline and deal with grievances and Labour Relations issues in terms of laid down policies and procedures.
➢ Comply with EPMDS policy in respect of all Managers and HOD under span of control.
➢ To deputize as Chief Executive Officer when required.

DUE TO FINANCIAL CONSTRAINTS - S&T OR RELOCATION COST WILL NOT BE PAID

ENQUIRIES : DR. L. J. SOBEKWA
TELEPHONE : 031 459 6001
CLOSING DATE : 15TH MAY 2020