TO: HEADS OF ALL DEPARTMENTS IN THE KZN ADMINISTRATION

VACANCIES IN THE DEPARTMENT OF HEALTH: ST MARY’S MARIANNHILL HOSPITAL

CIRCULAR MINUTES : SMMH 07/2019

The contents of this Circular Minute must be brought to the attention of all eligible employees on the establishment of your institutions. It must be ensured that all employees who meet the requirements of the posts 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) Application for Employment form (Z83), obtainable at any Government Department or from website –www.kznhealth.gov.za
   (b) Recent certified copies of educational qualifications, Identity/passport Documents, professional registration certificates and certificate/s of service from previous employer/s (it is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and not copies of certified copies.
   (c) Only hand delivered applications will be accepted. No faxed or emailed applications will be considered.
   (d) A detailed Curriculum Vitae

2. The reference number and position for which you are applying (as stated in the advert) must be clearly indicated in the column provided on the form Z83.

NB. Failure to comply with the above instructions will disqualify applicants.

   a) Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not receive any response after three (03) months from the closing date of this advert; consider your application as unsuccessful.
   b) People with disabilities should feel free to apply for the posts.
   c) 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, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC).
   d) The Department reserves the right not to fill the post/s.

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.

PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS NO S&T CLAIMS WILL BE PAID

The closing date for applications is: 18th October 2019

Original Signed By CEO         Date: 07.10.2019

CHIEF EXECUTIVE OFFICER
POST: MEDICAL OFFICER GRADE 1, 2 and 3
INSTITUTION: ST MARY’S MARIANNHILL HOSPITAL
REFERENCE NUMBER: SMMH 04/MO/2019
NO. OF POSTS: 01

SALARY: The all-inclusive package consists of 70% basic salary and 30% Flexible portion that may be structured in terms of the applicable rules.

OTHER BENEFITS: FIXED COMMUTED OVERTIME (CONDITIONS APPLY)

REQUIREMENTS FOR THE POST

- Matric/Grade 12 Certificate
- MBChB degree or equivalent qualification PLUS
- Proof of current registration with HPCSA as a Medical Practitioner
- Certificate of registration with HPCSA as a Medical Practitioner
- Certificate of service from Current/previous employers stamped by HR must be attached

EXPERIENCE & SALARY

Medical Officer Grade 1: R 821 205.00- R 884 670.00 p.a (All-inclusive package)
Experience: No experience required.
Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. Experience in Gynaecological and Obstetrics Department will be advantageous.

Medical Officer Grade 2: R 938 964.00 – R 1 026 693.00 p.a (All-inclusive package)
Experience: 5 years relevant experience after Registration with the HPCSA as a Medical Practitioner.
Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. Experience in Gynaecological and Obstetrics Department will be advantageous.

Medical Officer Grade 3: R 1 089 693.00- R 1 362 366.00 p.a (All-inclusive package)
Experience: 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, whom it is not required to performed Community Service, as required in South Africa. Experience in Gynaecological and Obstetrics Department will be advantageous.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Knowledge of current health legislations and policies at public institutions
- Knowledge of national quality standards relating to primary health care
- Sound knowledge of national TB programme and ARV programme including STIs and PMTCT.
- Sound knowledge of Paediatrics would be an added advantage
- Good research and presentation skills.
- Information management and quality assurance programmes.
- Ability to function with Multidisciplinary team.
- Sound knowledge and clinical skills
- Excellent human, communication and leadership skills
- Good team building and problem solver
- Good communication and interpersonal skills.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
Willingness to teach and supervise junior staff

KEY PERFORMANCE AREAS

- Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patients.
- Provision of quality patient centered care.
- Maintain a high quality clinical service by providing regular in-service training for nurses and clinical personnel.
- Maintain accurate record and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care.
- Hands over critically ill patients to the doctors on call after hours and on the weekends.
- Provide preventive health interventions and measures to promote health care.
- Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice.

The closing date for applications is: 18th October 2019

Enquiries: Dr. BT Buthelezi
Telephone: 031 717 1000, Ext 1076

All applications should be forwarded to: Human Resources Department
St Mary’s Mariannhill Hospital
Private Bag X16
Ashwood, 3605

Hand Delivery Address: Human Resources Department
St Mary’s Hospital
1 Hospital Road
Mariannhill, 3610

07.10.2019

Original Signed By CEO

CHIEF EXECUTIVE OFFICER

DATE