TO: ALL HEADS OF INSTITUTION AND DEPARTMENT
CIRCULAR FOR VACANCIES IN THE DEPARTMENT OF HEALTH

The content of this circular minute must be brought to the attention of all eligible personnel and employees in your establishment without delay. Head of Components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES
1. The following documents must be submitted:
   ・ Application for employment Z83 which is obtainable at any Government Department or from website www.kznhealth.gov.za. Z83 should be completed in full and signed.
   ・ Certified copies of highest educational qualifications, ID documents – not copies of certified copies.
   ・ Curriculum Vitae
   ・ Faxed or E-Mailed applications without prior authority will not be considered
2. The reference number of the post must be indicated in the column provided in the Z83, e.g. Star CHC 01/2020
3. People with disabilities are encouraged to apply (please attach disability certificate).

NB:
   a) Failure to comply with the above instructions will disqualify applicants.
   b) The appointment 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).
   c) Applications in possession of foreign qualification must attach an evaluation certificate from South African Qualification Authority (SAQA) to their applications. Non RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.

4. Please note that the target group in terms of the Employment Equity Target for this post is as follows:
5. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

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.

ALL APPLICATIONS SHOULD BE FORWARDED TO:

The Chief Executive Officer  OR  Posted to:
30/32 Brookstone Place  Private Bag X007
Whetstone Place  Mount Edgecombe
Phoenix  4300
4068
(For Attention: Human Resource Department) CLOSING DATE: 2020.03.31

Original signed by

CHIEF EXECUTIVE OFFICER
PHOENIX CHC

Fighting Disease, Fighting Poverty, Giving Hope
POST: CLINIC COMMITTEE MEMBERS
CENTRE: STARWOOD PHC

<table>
<thead>
<tr>
<th>Name of the clinic</th>
<th>Reference number</th>
<th>Number of Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starwood PHC</td>
<td>Star CHC 01/2020</td>
<td>02</td>
</tr>
</tbody>
</table>

MINIMUM REQUIREMENTS:

- A person not employed by the Department of Health-KZN and not be receiving any remuneration from the Department.
- A person should reside within the catchment area of Starwood Clinic and have a clean record in terms of criminal offences.
- Any person with good standing in the community.
- People with legal, finance, religious and health background are highly recommended.
- Youth and people with disability are equally recommended.

FUNCTIONS OF THE CLINIC BOARD/COMMITTEE

- To become and remain acquainted with the operations of the clinic services of which such board is constituted.
- To advice the administration on matters generally affecting the management of the clinic services.
- To concern oneself with the general aspects of employment and other matters of overall interests.
- To make recommendation to management regarding the usage of resources.
- To make recommendation to the MEC for Health or HOD as the case maybe be.
- To raise additional funds for the Clinic, specifying the manner in which the funds are spent and conduct regular inspections at the clinic.
- To perform the functions and carry out the duties and responsibilities imposed by the Kwazulu Natal Health Act no.01 of 2009.
- To act as a channel of communication between Management, patients, Staff and community within the catchment area.
- To liaise with other organizations with a view of assisting patients and staff in areas of special need and make recommendations in respect of any complaints made available to it.

ENQUIRIES: Ms. P. Majola TEL: 031 538 0822

CLOSING DATE: 2020/03/31

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING