TONGAAT COMMUNITY HEALTH CENTRE
HUMAN RESOURCES

Circular Minute No.: TCHC 01/2019
Enquiries: Dr S. Bhimsan
Date: 16 October 2019

TO HEADS OF ALL DEPARTMENTS IN KZN PROVINCIAL ADMINISTRATION

VACANCIES IN THE DEPARTMENT OF HEALTH : TONGAAT COMMUNITY HEALTH CENTRE

- The contents of this Circular Minute must be brought to the notice of all eligible employees on your establishment of all units and Components, including district offices. 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 place of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
   - Application for Employment Form (Form Z83) which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za
   - Certified copies of senior certificate and highest educational qualifications and Professional registration certificate - **not copies of certified copies.**
   - Certified copy of Identity Document.
   - Updated Curriculum Vitae with certificate of service.
   - Current paid up receipt proof of registration body.

2. The Reference Number must be indicated in the column provided on the form Z83, eg TCHC 01/2019.

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

3. Persons with disabilities should feel free to apply for the post.

4. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks, Criminal, credit record check, citizenship verification, security clearance, Verification of Education Qualification by SAQA, Verification of Previous employment

5. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit a documentary proof together with their applications.

6. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you do not hear from us within 2 months of closing date, please accept that your application has been 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).

**NB:** Kindly be informed that due to budget constraints: NO S&T will be paid to any candidate that is attending the interview process.

**CLOSING DATE: 31 OCTOBER 2019**

CEO/ MEDICAL MANAGER
DR S. BHIMSAN
RE- ADVERTISEMENT

POST : Medical Officer Grade 1,2 & 3

NO OF POST : 01

INSTITUTION : Tongaat Community Health Centre

REFERENCE NO. : TCHC 01/2019

SALARY (all inclusive packages) : Medical Officer Grade 1 R821 205.00 – R884 670.00 pa
Medical Officer Grade 2 R938 964.00 – R1 026 693.00 pa
Medical Officer Grade 3 R1 089 693.00 – R1 362 366.00 pa

OTHER BENEFITS : Commuted overtime (conditions apply)
You will be required to perform commuted overtime

MINIMUM REQUIREMENTS AND EXPERIENCE

 MBCHB Degree plus
 Certificate of Registration with the Health Profession Council of South Africa as a Medical Practitioner (HPCSA)
 Proof of current registration as a Medical Practitioner with HPCSA

EXPERIENCE:

Medical Officer Grade 1: No experience required

The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized 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.

Medical Officer Grade 2: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner.

The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized 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.

Medical Officer Grade 3: 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner.

The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized 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.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES

 A sound clinical knowledge of acute, chronic care as well as management of adult, maternal and paediatric emergencies.
 Good communication, leadership, interpersonal and supervisory skills.
 Ability to manage patients independently.
 Broad medical and surgical knowledge skills.
 Ability to function as part of multi-disciplinary team.
 Ability to teach junior staff.
 Knowledge of current Health and Public Service Legislation, regulations and Policies.
KEY PERFORMANCE AREAS

- Examine, diagnose and treat patients in OPD and short-stay ward.
- Emergency & non-emergency care of patients.
- Accept responsibility for the management of patients that attend the CHC for treatment.
- Ability to assist the medical staff in the smooth running of the department.
- Provide Medico – Legal services.
- Provide supervision and support to junior professional staff.
- Assist with the development, maintaining and upgrading of clinical protocols.
- Manage medical and surgical emergencies with competence.
- Participate in after-hours commuted overtime and perform after-hours duties.
- Perform minor procedures.
- Participate in quality improvement programme, clinical audits, peer review meetings, mortality and morbidity meeting.
- Facilitate in-service training and ongoing education.
- Supervise and assist to Junior Medical staff and nurse.
- Assist medical manager in administration duties.
- Perform duties in the ARV clinic.
- Promote and ensure community orientated clinic service and support to Primary Health Care services in the district.
- Evaluation of clinic service provided on a monthly basis. Maintain clinic professional and ethics standard related to these services.
- Maintain necessary discipline over staff under his/her control.
- Lead participants in committees such as ethics committee, quality assurance, clinic audits health and safety, therapeutic and infection control etc.
- Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.
- Perform duties as delegated by supervisor.
- The incumbent will be accountable and responsible to the medical manager.
- You will be required to perform commuted overtime.

CLOSING DATE: 31 October 2019

Enquiries: Dr S. Bhimsan
Telephone: 032 - 944 5054 Ext 202

All applications to be forwarded to:

ATTENTION: HR MANAGER or Hand Deliver to
Tongaat CHC Human Resource Office
Private Bag X 06 7 Sanele Nxumalo Road
Tongaat Tongaat
4400 4400