TO HEADS OF ALL DEPARTMENTS IN KZN PROVINCIAL ADMINISTRATION

VACANCIES IN THE DEPARTMENT OF HEALTH: TONGAAT ADVISORY BOARD COMMITTEE.

CLINIC: TONGAAT COMMUNITY HEALTH CENTRE
REFERENCE: TCHC05/2019

SALARY LEVEL: VOLUNTARY - REMUNERATION: R200-Stipend per meeting. (Conducted once per quarter)

REQUIREMENT:
- Grade 10/Standard 8/ ABET or equivalent
- Any person of good standing in the community
- A person not employed by the Department of Health
- A person who does not have a contract with the Department of Health
- A person not receiving any remuneration from the Department of Health
- Person with legal, financial, religious background will be highly recommended
- Youth and disabled persons are equally recommended

FUNCTION OF THE ADVISORY BOARD COMMITTEE:
- Act as a liaison between the community they represent and the clinic.
- Be acquainted with the operations of the clinic, strategic plan issues and services.
- Advise management on matters generally affecting the required conduct in the department.
- Make recommendations to management regarding the purpose for which any fixed or moveable property bequeathed to the clinic concern should be used.
- Advise management of any complaint from the public, present them for further discussion and or propose objective recommendations as may be appropriate.
- Ensure that all sensitive transactions deliberated at meeting of a Board shall be treated as confidential and shall always have a duty to provide feedback to the communities they have accounted to.
- The Clinic advisory committee shall report or make recommendations to the MEC for the health or provincial Minister of Health.
- Represent his/her ward within the catchment area of the health facility.
- Raising additional funds for the Clinic, specifying the manner in which the funds are utilized and ensuring that the annual reports are submitted to the Department detailing the manner in which the funds were spent.
- Ensure proper utilization of funds raised.
- Conducted regular inspections at the clinic.
- Perform the functions and carry out any other duty imposed by any other law.
DIRECTION TO CANDIDATES:
The following document must be submitted:
- Certified copies of highest education qualifications.
- Curriculum Vitae

The reference number must be indicated in the application covering letter.

a) NB: Failure to comply with the above instruction will be disqualified application.
b) NB: There is no remuneration for this post except R200 stipend that will be qualified for, when attending quarter meeting as schedule.
c) Please note that due to the large number of applications received, there will be no acknowledged applications received.
d) However successful candidates will be advised of the process outcomes. Only the Minister of Health (MEC) approves and appoints the members of the clinic Advisory Committee.
e) Persons with disabilities are advised to apply.

All applications must be forwarded to the relevant clinics’ Human Resources and Public Relations Officer by post or applications can be hand delivered to the clinic and office of the HRM/PRO at the address below:

For attention of
Mr JSB Thusi
Tongaat CHC
Private Bag X06
Tongaat
4400

OR HAND DELIVERED TO:
TONGAAT COMMUNITY HEALTH CENTRE
7 SANELE NXUMALO ROAD
TONGAAT
4400

CHIEF EXECUTIVE OFFICER
DR S. BHIMSAN

CLOSING DATE: 2019.10.18