Date: 2019/09/06

TO: ALL HEADS OF INSTITUTIONS
DEPARTMENTAL EMPLOYEES

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Head of components must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work.

NOTE: “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”.

Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all institutions.

DIRECTION TO CANDIDATES:

1. The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of educational qualifications and Identity document and drivers licence – not copies of certified copies. Letter of relevant experience from supervisor in an official letterhead of the employer.

NB: Certified copies should not be older than three (3) months and faxed or emailed applications will not be considered.

2. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. UMG 09/2019. NB: Failure to comply with the above instructions will be disqualify applicants.

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

4. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification).

5. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications.

6. Non-RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications.

7. Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

All Applications should be forwarded to: Miss NE Ndlovu, The Chief Executive Officer, Umgeni Hospital, Private Bag x23 Howick, 3290 for attention: Assistant Director: HRM OR hand delivered at the Human Resources Office. Umgeni Hospital, Old Main Road, Howick, 3290

CLOSING DATE: 30 September 2019

“Original signed and kept on file and available on request”

MISS NE NDLOVU
CHIEF EXECUTIVE OFFICER
UMGENI SPECIALISED PSYCHIATRIC HOSPITAL

Fighting Disease, Fighting Poverty, Giving Hope
POST: ASSISTANT DIRECTOR: SYSTEMS
REFERENCE NUMBER: UMG 01/2019
INSTITUTION: UMGENI SPECIALISED PSYCHIATRIC HOSPITAL
SALARY: R 376 596.00 PER ANNUM PLUS
OTHER BENEFITS: 13TH CHEQUE
PLUS MEDICAL AID AND HOUSING ALLOWANCE OPTIONAL (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)

MINIMUM REQUIREMENTS

- Valid Grade 12/National Senior Certificate or equivalent plus
- Degree/ Diploma in Public Management/ Public Administration/ Management plus at least 5 years’ experience in systems environment, 3 years of which must be supervisory experience
- Certificate of service endorsed by the Human Resource department (as proof of relevant experience)

Recommendations

- Valid driver’s license
- Computer Literacy (proof required)

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Knowledge of PFMA and Treasury Regulations
- Planning, organising, problem solving and decision making skills
- Knowledge of Labour Relations, Abscondment and Disciplinary procedures
- Computer literacy (proof required)
- Management of resources (HR, finance, assets)
- Management of contracts
- Extensive analytical skills and high levels of accuracy are required

KEY PERFORMANCE AREAS

- Supervise support services namely: Information Technology, Cleaning Services, Tele-Communication, Registry, Reprographic services, Patient Administration, Mortuary Services, House Keeping, Security Services, Laundry Services, Transport Services, and Waste management Services, Systems Contract Management and Record Keeping.
- Analyse alternatives for performing needed work including contracting out services and evaluate and recommend procedures/practices to improve operational efficiency.
- Ensure the effective, efficient and economical utilization of resource allocated to the Institution including the development of staff.
- Oversee the provisioning of all hotel services, cleaning services and security services provided by private companies to ensure compliance with service level agreements
- Ensure that standby and emergency facilities are properly maintained.
- Ensure compliance with Health & Safety and Disaster Management requirements by all staff members.
- Ensure compliance with all statutory regulations and by laws.
- Contribute as a member of a multi-disciplinary management team towards the effective management of the Hospital.
- Develop and implement policies
- Ensure proper management of staff in line with the EPMDS policy of the department.

Enquiries: Miss NE Ndlou
Closing date: 30 September 2019

Tele Number: 033-330 6146