To Heads of all Institutions

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

Directions to candidates

1. The following documents must be submitted:
   (a) Application for Employment form (Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za
   (b) Certified copies of highest educational qualifications and professional registration certificates – not copies of certified copies.
   (c) Detailed Curriculum Vitae
   (d) Certified copy of Identity Document
   (e) Applications to be forwarded to Human Resource Manager – Umphumulo Hospital
   P/Bag X9219, Maphumulo 4470

2. The Reference Number must be indicated in the column provided on the form Z83

3. Separate applications must be submitted for each post. i.e. per reference number.

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

4. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However should you not receive any response after four (4) weeks from the closing date of this advert, consider your application as unsuccessful.

5. Persons with disabilities should feel free to apply

6. Faxed applications are not welcomed

7. NB: Appointment is subject to positive outcome from the following:
    i) Security clearance
    ii) Credit records
    iii) Qualifications verification
    iv) Citizenship and
    v) Previous experience

8. Due to Financial constraints – No S & T will be paid to candidates attending the interview

Umphumulo Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the institution.

Closing date for applications – 31 July 2020
VACANCY – UMPHUMULO HOSPITAL
Applications are invited from suitably qualified persons for the following posts

Post – Medical Officer

Reference – Ump 9/2020

Grade 1: Inclusive Salary Package – R821 205.00 per annum
Experience – Nil for South African Medical Practitioner OR 1 year relevant experience after registration as Medical Practitioner with recognized Health Professional Council in respect of foreign qualified doctors.

Grade 2: Inclusive Salary Package – R938 964.00 per annum
Experience – 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner OR 6 year’s relevant experience after registration as Medical Practitioner with recognized Health Professional Council in respect of foreign qualified doctors.

Grade 3: Inclusive Salary Package – R1 089 693.00 per annum
Experience – 10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner OR 11 year’s relevant experience after registration as Medical Practitioner with recognized Health Professional Council in respect of foreign qualified doctors.

Other benefits – 18% Rural Allowance
Commuted Overtime

REQUIREMENTS
- Appropriate Medical Degree(MBCHB) or equivalent PLUS
- Registration as medical practitioner with the Health Professional Council of South Africa
- Proof of current and previous work experience endorsed and stamped by Human Resources

KNOWLEDGE AND SKILLS
- A sound working knowledge in the basic medical disciplines to allow accurate diagnosis and appropriate management of clinical problems with specific emphasis on surgery.
- Broad knowledge of medicine and surgery as well as Obstet & Gynae, Paediatrics, Trauma
- Ability to function in a multidisciplinary team
- Good communication and interpersonal skills

KEY PERFORMANCE AREAS
- Examine, investigate and oversee treatment of patients
- Ensure effective, early and correct and cost effective, investigation and follow up treatment of patients.
- Provide a holistic patient care, inclusive of examining and formulating of patient treatment plans
- Maintain accurate and appropriate patient records in accordance with legal/ethical considerations and continuity of patient care
- Provide preventative health interventions
- Perform operating theatre work on an elective and emergency basis eg caesarian section, minor surgical procedures etc
- Participate in emergency after hour’s service.
- Actively participate in quality improvement programmes(morbidity and mortality meetings, clinical audits and risk management)
- Perform medico legal duties
- Facilitate staff training and continuous medical education.
- Assist with the development of district hospital services
- Supervise and assist junior peers
- Provide support to head of department and ensure that efficient standards of patient care and service is maintained

Enquiries: Dr. T. Zintonga (032) 4814195

Closing Date: 31 July 2020

[Signatures]
Human Resource Manager
Chief Executive Officer
Post – Deputy Manager Nursing

Reference – Ump 10/2020

Salary – R843 618.00 per annum (all-inclusive package, consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules)
Other Benefits – Rural Allowance – 8 % of Basic salary

MINIMUM REQUIREMENTS:
- Senior Certificate plus
- Degree / Diploma in General Nursing and Midwifery plus
- Certificate of Registration with the South African Nursing Council as a Professional Nurse and Midwife plus
- A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with th
SANC
- At least 4 years of the period referred to above must be appropriate/recognisable experience at management level 
- Code B driver's licence
- Proof of current and previous experience endorsed and stamped by the employer/s must be attached
- Current registration with SANC (2020 receipt)

KNOWLEDGE, SKILLS, AND COMPETENCE REQUIRED
- Knowledge of legislation and planning framework.
- Leadership, Management, planning, organization and co-ordination skills.
- Basic understanding of HR and Financial policies and practices
- Basic understanding of the legislative framework governing the public service
- Computer literacy to adequately manage information according to the requirements of the facility.
- Knowledge of hospital quality assurance and infection control practices.
- Decision making skills.

KEY PERFORMANCE AREAS
- Exercise overall control of Nursing Care, including information and implementation of Nursing Programmes and the execution and evaluation thereof.
- Manage the formulation and implementation of Strategic plan, Operational plan, Business plan, policies and procedures of nursing services
- Demonstrate the facility’s commitment to quality care by ensuring compliance to National Core Standards and Infection Prevention and Control.
- Execute duties and function with proficiency, in support of aims and strategic objectives of the institution and the Department of Health
- Ensure control of disciplinary matters, grievances and labour issues in the nursing sector.
- Timely submit verbal and written reports to the CEO
- Manage and utilize resources in accordance with relevant directives and legislation:
- Conduct clinical audits and co-ordinate, facilitate and implement quality improvement initiatives and Good Governance
- Advocate and promote nursing ethos and professionalism
- Ensure effective employee performance management
- Identify training needs and implement intervention strategies
- Facilitate clinical workshops to update nursing staff
- Ensure compliance with statistic collection and adherence to data management principles of KZNDocht

Enquiries : Dr. M. J. Zulu (032) 4814101

Closing Date : 31 July 2020

Human Resource Manager

Chief Executive Officer