



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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DIRECTORATE:

WENTWORTH HOSPITAL
HR DEPARTMENT

Enquiries: Mr. M.S. Mgoza
Date: 15/01/ 2024

TO ALL HEADS OF DEPARTMENTS VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTES : WWH 02/2024

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

DIRECTIONS TO CANDIDATES

A. The following documents must be submitted: -

1. Application for employment form (Z83) which is obtainable at any Government Department OR from the website www.kznhealth.gov.za as issued by Minister for DPSA in line with the regulations 10 of the Public Service Regulations 2016. **Applicants must utilize the most recent Z83 form.** The Z83 form must be fully completed in a manner that allows the selection committee to access the quality of a candidate based on the information provided in the form; ***Failure to do so will results in disqualification.***
2. A detailed Curriculum Vitae (CV).
3. Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of interview.
4. It is the responsibility of the applicant to have foreign qualification evaluated by the South African Qualification Authority.
5. Applicants applying for more than one (1) post must submit a separate form Z83 as well as the documentation mentioned above in respect of each post.
6. The **Reference Number** and **Position** of the post you applying, as stated in the advert must be clearly indicated in the columns provided on the form Z83.

B. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered / accepted.

C. Please note that due to a large number of applications received, applications will not be acknowledged.

However, should you not received any response after four weeks from the closing date of this advert, consider your application as unsuccessful.

D. People with disabilities should feel free to apply for the posts.

E. The appointment is subject to positive outcome obtained from the SSA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience from previous employers, vetting criminal clearance – Verification of Qualifications by SAQA)

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.

DUE TO FINANCIAL CONSTRAINTS, S&T WILL NOT BE PAID TO THOSE WHO ATTEND INTERVIEWS.

Post	: Manager: Medical Services
No. of posts	: 01
Institution	: Wentworth Hospital
Reference no.	: WWH/MED.MAN/02/2024
Salary notch	: R 1 288 095.00 per Annum
Other benefits	: 13th Cheque / service bonus, Medical aid optional, Home owners, housing allowance (employee must meet the prescribed requirements)

MINIMUM REQUIREMENTS

- Senior Certificate (Grade 12), MBCHB Degree or Equivalent qualification.
- Proof current registration as a Medical Practitioner with HPCSA.
- A minimum of 8years appropriate/recognizable experience after registration with HPCSA as a Medical Practitioner.
- Valid driver's license, Adequate

KNOWLEDGE, SKILLS, TRAINING AND COMPETANCES REQUIRED

- Sound clinical knowledge, competence and skills in a clinical domain
- Good communication, leadership, interpersonal, ethical, operational, professional and Supervisory skills.
- Ability to manage a Medical and Allied Health Professionals domain independently.
- Knowledge of current Health & Public Service legislation, regulations and policies
- Extensive knowledge of TB, HIV/AIDS and MMC Programmes.

KEY PERFORMANCE AREAS

- Provide leadership, management and support to all Cluster Managers, Clinical Heads, and Clinical Managers, Pharmacy and Allied Health Professionals and staff under their supervision.
 - Development, implementation and review of clinical management protocols, procedures and guidelines for clinical services aimed at improving service delivery in the in accordance with the current statutory regulations and guidelines.
 - Lead clinical governance functions within the hospital
 - Assists clinical personnel in the Medical and Allied Health professionals' domain with quality assurance, quality improvement projects, morbidity and mortality reviews.
 - Monthly audits and development of clinical guidelines and policies.
 - Facilitate resuscitation programs and disaster management systems
 - Performs clinical duties as per departmental requirements including afterhours and weekend calls services (24 hours medical coverage must be ensured) Clinical responsibility including examine, investigate, diagnose and oversee treatment of patients
 - Willingness to perform overtime onsite and night call duties.
 - Ensure effective, efficient and economical management of all allocated resources: (Human, Financial, Assets, Manage EPMDS)
 - Manage potential risks and mitigating strategies
 - Maintain accurate record and appropriate health records in accordance with legal and ethical considerations and continuity of patient care.
 - Ensure compliance in terms of Occupational Health and safety, infection Prevention and Control as well as IHRM and OHSC
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- Liaise with other stakeholders within and outside department of health such as Chief Specialist and other Hospital Management teams, District office and Medical school on medical and management issues.

Enquires: Mrs. O.T. Khanyile Telephone: (031) 460 5003

Applications are to be forwarded to:

MR S MGOZA

Human Resource Manager
Wentworth Hospital
Private Bag X02
Wentworth 4026

OR

Hand-delivered to

1 Boston Road

Wentworth 4026

(drop off at the box by the security main gate)

CLOSING DATE: 24 January 2024

Original copy signed by CEO

Mrs O.T. Khanyile
Wentworth Hospital
CEO