



TO: ALL HEADS OF ALL DEPARTMENTS

VACANCIES IN THE DEPARTMENT OF HEALTH, ADDINGTON HOSPITAL: HEAD CLINICAL UNIT: OBSTETRICS AND GYNAECOLOGY X 1 POST:REFERENCE NO: ADD/OBS&GYN01/2024

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in region/district offices. Institutions must notify all candidates who qualify for post 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:
 - Application for Employment Form (Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za.
 - Applicants are NOT required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview.
 - Curriculum Vitae.
2. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. ref ADD/01/2024.
3. It is the applicant's responsibility who have the foreign qualification, which is the requirement of the post, evaluated by the South Africa Qualifications Authority (SAQA) and to provide proof of such evaluation on application.

NB: Failure to comply with the above instructions will result in disqualification of the applicant.

4. Please note that due to the large number of applications received, applications will not be acknowledged, should you have not received a response within 60 days please consider yourself unsuccessful.
5. People with disability should feel free to apply.
6. Please note that due to financial constrains no S & T and resettlement claims will not be considered for payment to candidates that are invited for the interview.
7. Please note that the successful applicant will be subjected to the following verifications:-
Criminal records checks, Citizen Verification, Financial / asset record checks.
Qualification and registration certificate/study verification and, CIPC verification

(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).

Original signed by CEO

CHIEF EXECUTIVE OFFICER

CIRCULAR FOR VACANT POST

POST	: Head: Clinical Unit - Grade 1
NO OF POSTS	: 01
CENTRE	: Addington Hospital
COMPONENT	: Obstetrics and Gynaecology
REFERENCE	: ADD/OBS&GYN01/2024
SALARY NOTCH	: R1 976 070.00 – R2 097 327.00 p.a. (All-inclusive packages) consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules.
OTHER BENEFIT	: Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a performance contract for compulsory commuted overtime.

MINIMUM REQUIREMENTS AND EXPERIENCE:

- National Senior Certificate/ Grade 12/ Matric plus
- MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty a recognized sub-specialty (Obstetrics and Gynaecology).
- Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty or a recognized sub-specialty (Obstetrics and Gynaecology).
- Current (2024) registration as a Medical Specialist with HPCSA.

EXPERIENCE:

- A minimum of five (5) years appropriate experience as a Medical Specialist in a normal specialty or a recognized sub-specialty (Obstetrics and Gynaecology).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES

- Appropriate specialist procedures and protocols within field of expertise.
- Understanding of basic Human Resource matters including Labour Relations.
- Control of budget, monitoring expenditure and project management.
- Assessment, diagnose and management of patients within the field of expertise.
- Managerial and financial management skills.
- Computer skills.
- Problem solving skills.
- Concern of excellence.

KEY PERFORMANCE AREAS

- Assist senior medical manager for the rendering quality service of Obstetrics and Gynaecology department.
- Manage and supervise the Obstetrics and Gynaecology department.

- Supervise and participate in both undergraduate and post-graduate trainings.
- Reduce numbers of patient safety incidents in the department
- Maintain clinical, professional and ethical conduct.
- Administrative responsibility.
- Provide and supervise effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision.
- Training staff and promote on-going staff development in accordance with individual and departmental needs.
- To conduct quality improvement and clinical programmes.

NB: Performance of overtime duties is a requirement (after hours, weekends and Public Holidays).

Applications to be forwarded to: Human Resource Dept, Addington Hospital, P.O. Box 977, DURBAN, 4000. OR dropped off in the application box at Security Department: Prince Street entrance to the Hospital. Applications can be emailed to: sipho.mdleko@kznhealth.gov.za

ENQUIRIES OF THIS POST: DR. A. ARON

☎ 031 327 2570

CLOSING DATE: 25 OCTOBER 2024