



Reference: HRM 7/1/2

Date : 25 October 2024

**TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTION
HEAD OFFICE MANAGERS**

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTES No. DPKISMH 06/2024

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES: -

1. The following documents must be submitted: -
 - (a) Application for Employment Form (**Form Z.83 New version**), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
 - (b) **Comprehensive** CV (with detailed experience, full details of qualifications and professional registration status, where applicable.)
 - (c) Applicants are not required to submit copies of qualification and other relevant supporting documents. **Only shortlisted** candidates will be required to submit certified copies of all educational qualifications and other relevant supporting documents.
2. The Reference Number must be indicated in the column provided on the form Z.83.
3. **Persons with disabilities should feel free to apply for the post.**

NB: (a) Failure to comply with the above instructions will disqualify applicants. E-mailed applications will ***in the Interim be accepted.***

- (b) **The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship, verification of Educational Qualifications by SAQA, verification**

Previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).

4. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
5. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

(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.)

Please note that due to financial constraints this institution will not reimburse candidates for S & T claims for attending interviews.

CLOSING DATE FOR APPLICATIONS IS 22 November 2024



**CHIEF EXECUTIVE OFFICER
DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL
KWAZULU-NATAL
DATE: 25 October 2024**

DEPARTMENT OF HEALTH: KWAZULU-NATAL

(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: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 form **will not be considered**. All required information on the Z83 form must be provided. Detailed Curriculum Vitae must accompany the application from Z83. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. **NB: Failure to comply with the above instructions will disqualify applicants.** Persons with disabilities should feel free to apply for the post. **The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**

Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

(N.B) CANDIDATES WHO PREVIOUSLY APPLIED FOR THIS POST MUST FEEL FREE TO RE - APPLY.

POST : HEAD CLINICAL UNIT: GRADE 1 - RE – ADVERTISED POST

REFERENCE NO : DPKISMH 10/2024

COMPONENT : ICU ADULT CRITICAL CARE

NO OF POSTS : 01

CENTRE : DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL

**SALARY NOTCH : GRADE 1: R1 976 070.00 - R2 097 327.00 per annum
(All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.)**

OTHER BENEFIT (S): Compulsory Commuted Overtime (Determined by service delivery demands).

MINIMUM REQUIREMENTS FOR THE POST

- Senior Certificate /Grade 12 or equivalent.
- An appropriate tertiary qualification in health science (MBCHB) or equivalent.
- Registration certificate with HPCSA as a Medical Specialist in Critical Care.
- Current registration with HPCSA as a Specialist in Critical Care (**2024/2025 receipt**).
- Appropriate qualification **PLUS** five (05) years post registration experience as a medical specialist in Critical Care.
- Certificate of Service from previous and current employer endorsed by Human Resource Department will be required from shortlisted candidates.
- The successful candidate will have to spend a minimum of one year in the post.

RECOMMENDATION

- Applicant with experience as a Medical Sub – Specialist in Critical Care in at least a regional public health hospital attached to a university.
- Applicant with experience in research and teaching.
- Applicant who can commence duty immediately.
- Unendorsed valid Code B driver's licence (code 08)

KNOWLEDGE SKILLS TRAINING AND COMPETENCIES REQUIRED

- Visionary, leader and strategy planner.
- Knowledge of appropriate sub-specialist procedures and protocol with the field of expertise.
- Assessment, diagnosis and management of patients within the field of expertise.
- Integration and collaboration within a multidisciplinary team.
- Understanding of basic HR matters including Labour relations.
- Control of Budget, monitoring of expenditure and project management.
- Equipment and consumables procurement and knowledge of supply chain processes.
- Managerial and financial management skills to understand and navigate health facility systems.
- Computer skills
- Effective and appropriate communication with relevant interpersonal skills.
- Problem solving, conflict management and awareness of cross-cultural differences.
- Stress tolerance, innovation and self – drive.

KEY PERFORMANCE AREAS

- Execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards and patient care and to perform duties/functions that falls within the reasonable prescripts of acceptable legislation.
- Co-ordinate sub-specialist and specialist services for the discipline.
- Provide clinicians with expert advice and opinion where required.
- Participate in the provision 24-hour service.
- Mandatory participation in HCU minimum of 12 hours per week Commuted Overtime.
- Provide vision, strategic direction and inspire employees to deliver excellent, quality health services.
- Develop and strengthen clinical governance.
- Provide out-reach and in-reach services as per demand.
- Advise and assist in the co-ordination of critical care services in the region including services at referral district facilities.
- Develop and manage an interlinked two-way referral pathway within the district and province.
- Manage the performance of allocated human resources.
- Develop and co-ordinate the on-going delivery of under-graduate teaching and training in specialized fields.
- Participate in postgraduate and other relevant academic and training programmes.
- Ensure that the environment complies with Health and Safety Act and that staff adheres to safety precautions.
- Encourage and motivate staff to attain optimal productivity.
- Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff/service and ensure that staff are aware of these.
- Compile medium-and long-term expenditure framework to implement fiscal measures on an ongoing basis.
- Provide measures and guidance on quality assurance and improvement.
- Manage a cost centre effectively and efficiently.
- Minimize complaints or litigations through staff and patient involvement.

Enquiries: Dr HA Hlela: Senior Manager Medical Services: Contact no: 031 530 1471

DUE TO THE CLOSURE OF THE POST OFFICE IN KWAMASHU, NO POSTED APPLICATIONS ARE CURRENTLY ALLOWED.

ALL APPLICATIONS SHOULD BE EMAILED TO:

Pixley.Recruitment@kznhealth.gov.za

Or

Hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu

Or

Couriered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu