



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

121 McKenzie Street
Private Bag X 2011
Tel: 034 299 7437 Fax: 034 212 3245 Email: @kznhealth.gov.za
www.kznhealth.gov.za

DIRECTORATE:

DUNDEE HOSPITAL

Enquiries: HRP
Date : 2024/09/25

VACANCY CIRCULAR

**TO: ALL HEADS OF DEPARTMENTS: VACANCIES IN THE DEPARTMENT OF HEALTH CIRCULAR
MINUTE NO: 05/2024.**

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 those 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:

The following documents must be submitted.

Application for employment Form (Z83) which is obtainable from any Government Department or from the website- www.dpsa.gov.za

1. Application for employment are NOT required to submit copies of qualification and other relevant documents on application but submit a fully completed Z83 form and fully updated Curriculum Vitae (CV) only.
2. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates.
3. The reference number must be indicated in the column provided on the form Z.83 e.g. **DUN-OPD 01/2024.**
4. **Person with disabilities should feel free to apply for the post/s.**

N.B. Failure to comply with the above instructions will disqualify applicant.

5. **Appointments are subjected to positive outcomes obtained from State Security Agency SSA to the following checks: security clearance (vetting), criminal clearance, credits records, citizenship, verification of educational qualification by SAQA, and verification from company Intellectual Property (CIPC).**
6. Please note that due to financial constrains no S&T claims will be paid to candidates invited for the interview and no resettlement/ relocation payment. Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty.
7. **"It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority SAQA and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered"**

The Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department. Applicant are encourage to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address Nonhlanhla.Nkosi@kznhealth.gov.za

ALL APPLICATION SHOULD BE FORWARDED TO THE FOLLOWING ADDRESS

The Human Resource Manager
Private Bag x 2011
Dundee
3000.

**OR Hand Deliver to:
Dundee Hospital in a box next to
Switchboard.**

CLOSING DATE FOR APPLICATIONS: 2024/10/25.

**Original sign by CEO
CHIEF EXECUTIVE OFFICER
MRS. TT VILAKAZI.**

ADVERTISEMENT

POST	: CLINICAL MANAGER
NUMBER OF POST	: 01
EQUITY TARGET	: AFRICAN MALE
CENTRE	: DUNDEE DISTRICT HOSPITAL
COMPONENT	: OBSTETRICS & GYNAEC
REFERENCE	: CMM 05/2024
SALARY	: Grade 1: 1288 095 -1427 352. : Grade 2: 1469 883- 1605 330.
OTHER BENEFIT	: 13th Cheque, Medical Aid (Optional) and housing Commuted overtime (subject to approval). All-inclusive salary package (this Inclusive package consists of 70% of basic salary). Rural allowance (22% of basic salary)

MINIMUM REQUIREMENTS

- Grade 12 (Senior certificate) /Standard 10.
- MBCHB or equivalent.
- A minimum of three years' experience as a Medical Practitioner after HPCSA registration.
- A minimum of (1) year experience as a supervisor.
- Current registration with HPCSA as a Medical Practitioner (2024/2025).
- Certificate of service endorsed by HR as a proof of experience.

RECOMMENDATION

- Accredited in minimum standards for safe caesarean section.
- Accredited ESMOE trainer.
- Accredited ETAT trainer.
- Supervisory experience.

KNOWLEDGE, SKILL, TRAINING AND COMPETENCES REQUIRED

- Computer literate-proficient in the MS package (Word, Excel, Outlook, Power Point).
- Sound clinical knowledge, competency and skills in a clinical domain.
- Sound planning , negotiating and decision making'
- Information analysis, problem solving and policy (sop) formulation competency skills.
- Good communication, leadership, interpersonal and supervisory skills'
- Ability to supervise and manage allied health and clinical domains.
- Formulate policies and guidelines to improve quality of health care.
- Ability to manage maternal and child components and allied health sub-component independently, diligently, responsibly and engage when necessary.
- Knowledge of relevant policies, legislative prescripts, programs and priorities.
- Ability to teach, guide, and mentor junior staff within the department.
- Competence in human resources management, financial management, conflict management and change management.

KEY PERFORMANCE AREAS

- Provision of clinical services as per departmental requirements.
- Planning Coordination and execution of tasks in the maternal and child component.
- Active participation (teaching) in General Anaesthesia.
- Clinical inpatient and outpatient service in the maternal and child.
- Active participation in outreach programs.
- Conduct/participate quality improvement programs in pursuit of quality patient centre care.
- Active participation in research.
- Active participation in clinical governance.
- Operational plan development and implementation as well as development and implementation of policies and protocols within the department relevant.
- Support and supervision for staff within the component as well as multidisciplinary team members participate in the training and teaching programs (students, intern and nurses)
- Provision of outreach programs within the referrals drainage network and /or catchment.
- Deputise the Manager: Medical Services.

CLOSING DATE FOR APPLICATION: 2024/10/25

ENQUIRIES: Dr PP Dlamini (Manager Medical Services)

CONTACT DETAILS: 0342121111 Ext 308.

