



Postal Address: P.O Box 3432, Stanger, 4450

Physical Address: 10 Hibiscus road, Industrial area, Stanger, 4450

Tel: 032 437 6400 Fax: 032 551 2279 Email address: siyabonga.ngobese@kznhealth.gov.za  
[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

Directorate: Human Resource Management Services

Reference : HRM 4/1  
Enquiries : Mr. S.S Ngobese  
Date : 06/09/2024

**TO: ALL HEADS OF DEPARTMENT  
IN THE KZN PROVINCIAL ADMINISTRATION**

**VACANCIES IN THE DEPARTMENT OF HEALTH**

**CIRCULAR MINUTE NO. EMRSILE 01/2024**

The content of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in Regional /District offices. Institutions must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal working places.

**DIRECTIONS TO THE CANDIDATES**

1. The following documents Document must be submitted : Application for Employment Form (Z83), which is obtainable at any government Department or from the websit:[www.kznhealth.gov.za](http://www.kznhealth.gov.za)
  - **All application must use the new Z83 form**
  - **Detailed Curriculum Vitae must be attached stating relevant experience**
  - **Proof of current and Previous work experience endorsed and stamped by HR**
  - **Applicant need not to send Certified copies of Highest Qualification and ID Document and Driver's s Licence and must, only shortlisted candidate will be required to submit**
2. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number EMRSILE 01/2024  
**NB:** Failure to comply with above instructions will disqualify applicants.
3. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications)
4. **Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews**
5. Due to the large number of applications we anticipated to receive, applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only.
6. **(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).**

**CLOSING DATE FOR APPLICATIONS: 27 SEPTEMBER 2024**

**Application to be forwarded: EMS District Manager:**

P.O BOX 3432, STANGER, 4450

Hand Delivery: EMS ILEMBE: 10 Hibiscus Road, Kistas building,

\_\_\_\_\_  
EMS DISTRICT MANAGER

**POST** : EMS Sub District Manager X1 (Grade 2-4)  
**COMPONENT** : EMS ILEMBE  
**CENTRE** : ILEMBE  
**REFERENCE NO.** : ILE 01/2024  
**NO.OF POST** : 01  
**REMUNERATION** : Grade 2: R532 815 - R575 601  
: Grade 3: R591 741 – R636 192  
: Grade 4: R654 468 - R694 626

**Other benefits** : 13th Cheque plus Medical aid (Optional) and housing allowance: Employee  
Must meet prescribed requirements.

**REQUIREMENTS FOR THE POST:**

**Grade 2:** Grade12 or Equivalent qualification plus Emergency Care Technician Qualification, plus registration with HPCSA as an ECT, A minimum of 3 years' experience after registration as an ECT, plus proof of current registration with HPCSA (Card/Portal Printout). Valid Driver's License C1 (code10) with valid PrDP (GP).

**Grade 3** Grade12 or Equivalent qualification Critical Care Assistant (CCA) or National Diploma in Emergency Medical Care, registration with HPCSA a Paramedic, plus minimum of 3 years' experience after registration as a Paramedic, proof of Current registration with HPCSA (Card/Portal Printout). Valid Driver's License C1 (code10) with valid PrDP (GP).

**Grade 4** Grade12 or Equivalent qualification B Tech Degree in Emergency Medical Care, Proof of registration with HPCSA as an ECP, A minimum of 3 years' experience after registration as an ECP, plus proof of registration with HPCSA (Card/Portal Printout). Valid Driver's License C1 (code10) with valid PrDP (GP).

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED**

The incumbent of this post will report to **EMS District Manager** and will be responsible to render Emergency Medical Services in the Sub District. The Ideal candidate must possess the Knowledge of: Knowledge of Advanced Life support. Health related acts, General relevant Public Service legislations. Management. Management Principles. Emergency Medical Rescue Services Operating Procedures. Labour Relations Acts. EMS current trends. HPCSA Protocols. Presentation Skills, Leadership Strategic Planning, Good verbal and written skills. Financial Management. Problem Solving. Human Relations. Conflict Resolution. Computer literacy in MS Office package. Rules and regulations of Road Traffic ordinance, EMS Standards and procedures

**KEY PERFORMANCE AREAS**

- Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources.
- Promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees.
- Ensure continuous development and training of personnel and implement monitoring and evaluation of performance
- Oversee clinical governance at EMS Sub District to ensure high standards of patient care establish community networks and report to the EMS District Manager.
- Monitor and evaluate the effective and efficient utilization of EMS vehicles allocated to the sub district to ensure that vehicles are used economically.
- Co-ordinate disaster management plan and practice.
- Liaise with supervisor on operational matters, Management of the support services infrastructure Operational decision making.
- Respond to cases as dispatched by the communication Centre.
- Accountable for the effective scene co-ordination and disaster management
- ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management
- Monitor overtime usage, Draft Procurement plan for Sub District, Develop and implement a fraud prevention plan, Budgeting, Control and Reporting of expenditure at sub district level.
- Co-ordinate sub district equipment and stock, Ensure that there is adequate stock and equipment at all times at the Bases, Conduct stocktaking on a monthly basis.

**ENQUIRIES** : MR B Keruparshad / Mr K.S Zulu  
**CONTACT NO.** : 032 437 6400/ 6404/ 6408

**CLOSING DATE** : 27 SEPTEMBER 2024

**Applications to be forwarded to: EMS DISTRICT MANAGER:**  
**ILEMBE EMS District Office**  
**P.O Box 3432**  
**Stanger**  
**4450/ Hand Delivery: EMS ILEMBE DISTRICT (HR OFFICE)**  
**10 HIBISCUS ROAD, Kistas building, Kwadukuza**  
**4450 OR siyabonga.ngobese@kznhealth.gov.za**