



Reference: HRM 7/1/2
Enquiries: Mrs. B C Shelembe
Telephone: 033 395 2694

Date: 18 September 2024

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

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No. G34/2024

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. 1. The following documents must be submitted: -
 - (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
 - (b) A comprehensive CV (with detailed experience).
 - (c) Copies of qualifications and driver's license **must not** be submitted when applying for employment.
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. Faxed and E-mailed applications will **NOT** 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 of 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.)

CLOSING DATE FOR APPLICATION IS: 11 OCTOBER 2024

**HEAD OF DEPARTMENT: HEALTH
KWAZULU-NATAL**

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 prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted**

candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. **Applicants:** Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

POSITION : EXTERNAL MODERATOR: HIGHER CERTIFICATE IN EMERGENCY MEDICAL CARE AND DIPLOMA IN EMERGENCY MEDICAL CARE

Subject	Credits	Annual/Semester	NQF level
Anatomy and Physiology	16	Annual	5
Physics I	8	1 st Semester	5
Chemistry I	8	1 st Semester	5
Mental Health and wellness	8	1 st Semester	5
End User Computing	8	1 st Semester	5
Foundations of Professional Practice	12	1 st Semester	5
Emergency Medical Care Theory I (EMC:T 1)	18	Annual	5
Emergency Medical Care Practical I (EMC:P 1)	12	Annual	5
Clinical Practice I	30	Annual	5
Subject (YEAR 2)	Credits	Annual/Semester	NQF level
Physiology II	12	1 st Semester	6
Pharmacology	6	1 st Semester	5
Emergency Medical Care Theory II (EMC:T II)	24	Annual	6
Emergency Medical Care Practical II (EMC:P II)	18	Annual	6
Clinical Practice II	30	Annual	6
Rescue 1	24	2 nd Semester	6
Primary Health Care	6	2 st Semester	6
Subjects (YEAR 3)	Credits	Annual/Semester	NQF Level
Emergency Medical Care Theory III (EMC:T III)	24	Annual	6
Emergency Medical Care Practical III (EMC:P III)	36	Annual	6
Clinical Practice III	60	Annual	6

NB. Higher Certificate modules are similar to the Diploma first year modules. Higher Certificate Semesters depend on the January and/or July enrollments.

COMPONENT : KZN COLLEGE OF EMERGENCY CARE
INSTITUTION : HEAD OFFICE
CENTRE : KZN COLLEGE OF EMERGENCY CARE (DURBAN)
REFERENCE NO : G66/2024
REMUNERATION : AS PER TABLE BELOW

MODERATION TYPE	ITEM	RATE
Pre-moderation	Examination paper/clinical examination	R400 per exam paper
	Supplementary examination	R400 per exam paper
Post-moderation	Examination script	R50 per script
	Clinical examination (OSCE)	R50 per student per exam
	Comprehensive clinical examination	R100 per student per exam
	Case Presentations	R100 per student presented
External Marking	Remarking of Examination paper	R250 per script

1. MINIMUM REQUIREMENTS

- Grade 12/ Standard 10 /National Senior Certificate **Plus**
- A Bachelor Degree in Emergency Medical Care for Emergency Medical Care modules
- Degree in these categories or a relevant fields: Physical Science, Chemistry, Pharmacology, Anatomy and /or Physiology and Computer studies for the relevant modules.
- Proof of Current Registration with relevant regulatory body i.e. HPCSA, SAPC etc.

PLUS

- A minimum of 1 year appropriate/recognizable education and training experience in Higher Education.

RECOMMENDATION:

- Masters' Degree in Health Sciences field
- Registration as an Assessor and Moderator
- Basic computer literacy course
- Willingness to travel

2. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Have in-depth knowledge related to Higher Education processes
- Possess sound knowledge and understanding of code of ethics and professional practice in the field of Health Sciences
- Possess in-depth knowledge of teaching and clinical approaches
- Be familiar with current assessment trends and practices
- Have good research and analytical skills
- Competence in conflict management and problem solving skills
- Possess good communication and interpersonal skills
- Knowledge of the discipline applying for
- Knowledge of assessment and assessment practices
- Must have time management skills
- Ability to work under pressure with adherence to deadlines
- Computer literacy

3. KEY PERFORMANCE AREAS:

- Moderate summative assessment/s or higher weighted assessment/s for the relevant module/s pre- and post-assessment.
- Attend onsite practical assessments/examinations for moderation.
- Compile and submit moderation report/s to KZNCOEC within specified timeframes.
- Advise KZNCOEC on assessment standards and latest technical and technological assessment approaches.
- Participate in module/curriculum and programme review processes as and when requested.
- Provide feedback on the quality of the assessment system and make recommendations on how the assessment system can be improved

4. DIRECTIONS TO CANDIDATES:

- Letter of Application with Application for Employment Form Z83
- Specify Module selected from the list provided for Higher Certificate in EMC and Diploma in Emergency Medical Care
- Comprehensive Curriculum Vitae
- Recently (**not older than 3 months**) Certified copy of:
 - Highest Educational Qualification
 - Identity document (**RSA**)
- If your profession or occupation requires official registration, provide current particulars of the registration

THIS DEPARTMENT IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER, WHOSE AIM IS TO PROMOTE REPRESENTIVITY IN ALL LEVELS OF ALL OCCUPATIONAL CLASSES OF THE DEPARTMENT.

Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details.

“Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address

HeadOffice.HRJobApplication@kznhealth.gov.za.

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs.”

ALL APPLICATIONS SHOULD BE FORWARDED TO: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 **OR** Hand Delivered to: 330 Langalibalele Street, Natalia Building, **REGISTRY**, Minus 1: North Tower
(Attention: Mrs B C Shelembe)