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GREY'S HOSPITAL

Human Resource Management Services

VACANCY

JOB TITLE : HEAD CLINICAL UNIT (Medical) Gr 1 – OPHTHALMOLOGY
COMPONENT : SURGERY
INSTITUTION : GREYS HOSPITAL
CENTRE : PMB METROPOLITAN HOSPITALS COMPLEX
REF. NO : GS 19/24
SALARY NOTCH :

R 1 976 070.00 per annum (All-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, **Plus** Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.

It is envisaged that the successful candidate will be sharing administrative duties and responsibilities at Grey's Hospital. This will facilitate optimum service provision at Grey's hospital and the relevant drainage area.

MINIMUM REQUIREMENTS:

- Senior Certificate or equivalent
- MBCHB or Equivalent qualification **PLUS**
- A specialist qualification in the appropriate Health Science, **PLUS**
- Registration with the Health Professions Council of South Africa for independent practice as an Ophthalmologist with significant experience in the relevant discipline;
- At least five years post registration experience as a Specialist in Ophthalmology
(Only shortlisted candidates will be required to submit proof of all documents)

THE EMPLOYMENT EQUITY TARGET FOR THIS POST IS: AFRICAN MALE, AFRICAN FEMALE.

RECOMMENDATION:

- Experience in a tertiary environment, research experience and management training will be a recommendation.

KNOWLEDGE, SKILLS, EXPERIENCE AND COMPETENCIES:

- Appropriate Specialist procedures and protocols within field of Ophthalmology
- Sound knowledge of Human Resource management.
- Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal

aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.

- Planning and developing an appropriate program for Ophthalmology advancement in the Metropolis and in the referring regional hospitals.
- Good communication, leadership, decision-making and clinical skill.
- Develop and foster co-operation with Medical School and UKZN.
- Competence in undergraduate, post graduate and subspecialty training.
- Computer literacy

KEY PERFORMANCE AREAS:

○ **Clinical Care**

- Incumbent to provide ophthalmology services at Grey's Hospital, in the Pietermaritzburg Metropolitan Hospitals Complex and the tertiary drainage area;
- Participate in the delivery of a 24-hour in-patient and out-patient ophthalmology care within the Pietermaritzburg Metropolitan Hospitals Complex and the tertiary drainage hospitals;
- Develop management protocols for the ophthalmology patients in accordance with the level of care of the Metropolis and referral hospitals;
- Provide appropriate ophthalmology care to patients in the Metropolis and tertiary drainage area;
- Maintain and monitor specialist, medical officer and registrar ophthalmology call system
- Accept responsibility for continuous professional development in ophthalmology (in reach and outreach program) in area 2
- Develop and participate in outreach program for ophthalmology for area 2

○ **Scholarship**

- Provide support, supervision and mentorship to colleagues, postgraduate students and medical officers within ophthalmology
- Manage the fifth year undergraduate teaching program for ophthalmology including examinations
- Manage the postgraduate training for ophthalmology in Grey's hospital including clinical training and MMed research support
- Participate in and support the UKZN academic program for the ophthalmology department
- Stimulate and conduct sponsored and non-sponsored research activities for departmental and institutional development.

○ **Professionalism**

- Incorporate the principles of proper discipline within ophthalmology, good communication within the department and other disciplines, interdisciplinary collaboration and proper ethics within ophthalmology

○ **Governance**

- Develop infrastructure and equipment procurement and maintenance plans for ophthalmology
- Develop plans for staff recruitment, retention, development and performance assessment for ophthalmology at grey's hospital
- Procure appropriate theatre equipment to meet tertiary needs
- Accept responsibility for development and fulfillment of departmental objectives.
- Provide appropriate CPD activities within the employing institution (Grey's Hospital)
- Institute Quality Assurance plans to maintain and improve ophthalmology standards in the Metropolis and in the referring hospitals.
- Foster collaboration with other hospitals within the tertiary drainage areas to improve level of care locally and to facilitate proper referral patterns.

- **Administration and Management**
 - Implement personal time management
 - Have a plan for management of all resources required for ophthalmology at Grey's hospital. This must include consumables required for surgical and outpatient procedures.
 - Active management of outpatient clinic, ward and theatre for ophthalmology together with nursing collaboration must occur
 - The ophthalmology department must have a vision, strategic and operational plan that is in line with Grey's hospital plan
- **Projects**
 - Exercise cost-control on the professional activities of the Department to contain expenditures to the allocated budget.
 - Develop data collection system for ophthalmology

ENQUIRIES: DR V GOVINDASAMY : 033 – 8973379/81

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
 - 1.1 Application for employment form (Form Z83), which is obtainable from any Government Department OR from the website – www.kznhealth.gov.za
 - 1.2 Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae.
2. The Reference number must be indicated in the column provided on the form Z83, e.g. Reference number GS 19/24.
3. Please note that communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful.
4. 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).
5. It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation (only candidates who are shortlisted). Failure to comply will result in the application not being considered

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.

APPLICATIONS MUST BE FORWARDED TO:

Human Resource Management Department
Greys Hospital
Private Bag X 9001
Pietermaritzburg
3200
Attention: Mrs M Chandulal

CLOSING DATE: 20th SEPTEMBER 2024

MISS N.C. CELE

DATE

ACTING DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT

APPROVED/ NOT APPROVED

DR N.M.T GUMEDE

DATE

ACTING CHIEF EXECUTIVE OFFICER