



**Enquiries: Mrs. GZ Sokhela  
Circular: HGRH 17/2024  
Date: 01 October 2024**

**TO: HEADS OF ALL DEPARTMENTS  
VACANCIES IN HARRY GWALA REGIONAL HOSPITAL  
CIRCULAR MINUTE: HGRH 17/2024**

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay even if they are absent from their normal places of work.

**DIRECTIONS TO CANDIDATES:**

1. The following documents must be submitted:-
  - Application for Employment Form (Form Z.83), which is obtainable at any Government Department **OR** from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za).
  - **Comprehensive CV (with detailed experience) with full record of service, stating duties Performed/performing and years of experience written in full e.g. 01/01/2024.**
  - Copies of Qualifications, Registration Certificates and updated certificate of service must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview.
2. The Reference Number must be indicated in the column provided on the form Z.83.  
**NB: Failure to comply with the above instructions will disqualify applicants.**
3. 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. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications)
5. Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful
6. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution
7. **All appointments will be made in accordance with the Employment Equity targets of the Hospital. Only People with disabilities are encouraged to apply**
8. **Please note that due to financial constraints no S&T payments will be considered for payment to candidates that are invited for interview.**

**9. ALL APPLICATIONS SHOULD BE FORWARDED TO:**

CHIEF EXECUTIVE OFFICER  
HARRY GWALA REGIONAL HOSPITAL  
PRIVATE BAG X 509  
PLESSISLAER  
3216

**OR**

HAND DELIVERED TO THE BOX BY THE MAIN GATE BEHIND SECURITY OFFICE  
MARKED FOR THE ATTENTION OF: MR. T.C. MANYONI

**OR**

Applicants can send their Z83s and CVs using the following email address: [HGRH.Recruitment@kznhealth.gov.za](mailto:HGRH.Recruitment@kznhealth.gov.za)

**N.B: NO REGISTERED MAIL AND FAXED APPLICATIONS WILL BE CONSIDERED**

**CLOSING DATE FOR APPLICATIONS: 11 OCTOBER 2024**

*Original signed and dated by the Acting Chief Executive Officer (copy available on request)*

MRS. N.T. NXABA  
CHIEF EXECUTIVE OFFICER  
HARRY GWALA REGIONAL HOSPITAL

**DATE: 03/10/2024**

## **ADVERT**

<b>JOB TITLE</b>	:	<b>WHEELCHAIR REPAIRER (24 Months Contract)</b>
<b>NO OF POSTS</b>	:	<b>01</b>
<b>COMPONENT</b>	:	<b>OCCUPATIOAL THERAPY</b>
<b>INSTITUTION</b>	:	<b>HARRY GWALA REGIONAL HOSPITAL</b>
<b>REFERENCE</b>	:	<b>OT 22/2024</b>
<b>SALARY</b>	:	<b>R 3 000.00 (three thousand rands) per month (STIPEND)</b>

**NOTE:** This post targets only a person with a disability. Applicants to submit proof of disability by a qualified Health professional e.g. Medical Doctor, Occupational Therapist, Physiotherapist, Psychologist, Social Worker, Psychiatrist, Audiologist, Speech Therapist etc.

### **REQUIREMENTS FOR THE POST**

- Abet level 4 or equivalent

### **MINIMUM RELEVANT EXPERIENCE**

This Wheelchair Repair and Maintenance Programme targets those people, within the affirmative action frameworks and self-representation by persons with disabilities framework. The following characteristics of applicants will therefore count in their favour in the selection process:

- Experience in disability movement
- Experience in basic fixing of assistive devices.

### **RECOMMENDATIONS**

- Be a person with a disability.
- Be a resident in the catchment area of a Provincial Health facility
- Good upper limb and hand function
- Good vision

### **KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED**

- Community knowledge (structures: traditional leadership, DPO's, disability forums).
- Understanding different types of assistive devices.
- Understanding persons with disabilities who live in respective community: language, culture and belief systems
- Understand the language of the respective community.
- Writing skills.
- Basic mechanical skills.
- Peer counselling skills
- Good communication skills

### **KEY PERFORMANCE AREAS**

- Assessment of wheelchairs brought for services or repair.
- Service and economical repair of facility and public / private wheelchairs.
- Maintain a record of wheelchairs serviced or repaired and spares used and report to supervisor
- Maintain stock control of spares needs, spares ordered and used and report to supervisor

- Collecting /compiling data of wheelchair users
- Provide peer counselling and support.
- Provide information to people with disabilities and their families about the timing and location of wheelchair repair outreach activities and ensure they are able to access these

**Enquiries: Mrs. T. Pilling**

**Telephone: (033) 395 4661**

**CLOSING DATE: 11 OCTOBER 2024**