



Date: 16 September 2024

TO HEADS OF ALL INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH: MAD 15/2024

The contents of the Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Also notify all candidates who qualify for the posts in this circular minute even if they are absent from their place of work.

DIRECTIONS TO CANDIDATES

1. **Only the following documents must be submitted:**
 - (a) **A detailed CV and a New (Z83) form, fully completed, initialed and signed, obtainable from any Public Service Departments, failing which your application will not be considered.**
 - (b) **Certified copies of ID, highest educational qualifications and other relevant documents will be requested for submission only from shortlisted candidates.**
2. **The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2024**

NB: Failure to comply with the above instructions will disqualify the applicants.

3. Applications 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. Correspondence will be limited to shortlisted candidates only.
4. 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.
5. The appointment is subject to the positive outcomes obtained from the following checks: Security Clearance, Qualifications (SAQA), Citizenship and Previous Experience Verification.
6. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum that of the advertised post are free to apply.
7. (This institution is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of the Department.) **People with disability should feel free to apply.**
8. **Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for interview.**

CLOSING DATE FOR ALL APPLICATIONS: 18 October 2024

Applications should be posted to: The Recruitment Officer **OR** Hand deliver to: HR Office No. 3
Madadeni Hospital
Private Bag x 6642
Newcastle
2940
Madadeni Hospital
F0001Section 6
Madadeni
2951

Original signed by CEO

THE CHIEF EXECUTIVE OFFICER
MRS H.S.L KHANYI

POST : **HEAD CLINICAL UNIT (ORTHOPAEDICS)**
NO. OF POSTS : **01**
CENTRE : **MADADENI HOSPITAL**
REFERENCE : **MAD 13/2024**
SALARY (all-inclusive packages) : **R1 976 070.00 – R2 097 327.00 P. A**
OTHER BENEFITS

- The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

MINIMUM REQUIREMENTS

- An appropriate qualification in the appropriate Health Science (MBCHB);
- PLUS, Current registration with the Health Professionals Council of South Africa as a Specialist in the category of Orthopaedics
- PLUS At least Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a medical specialist in the category of Orthopaedics.
- Current registration with HPCSA as a Medical Specialist (2024 Receipt)
- **Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.**

KNOWLEDGE, SKILLS AND COMPETENCIES

- Sound Clinical knowledge and expertise in the relevant discipline.
- Knowledge of current health and Public Service Legislation, regulations and policy including medical ethics, epidemiology and statistics.
- Good communication, leadership, decision-making and clinical skills.
- Ability to teach junior doctors and participate in continuing professional development

KEY PERFORMANCE AREAS (KRAs)

- Planning and implementation of Specialist Orthopaedic services (Outpatient, Inpatient and Operating Theatre lists)
- Participate/provision if after-hour service.
- Co-ordination and equitable rationalization of Specialist Orthopaedic service Amajuba District and outlying drainage areas.
- Liaison with institutional management of hospitals in the district and drainage areas to improve quality of care.
- Facilitation of staff training and development.
- Participate /support the outreach programme to the referring Hospitals and Clinics.
- Liaison with the relevant Chief Specialist regarding service development.
- Develop a training program for medical, nursing and allied services.
- Develop policies and guidelines facilitating service delivery.
- Participate in quality improvement projects and clinical auditing.
- Participate and facilitate clinical research.
- Cost effective utilization of scarce resources.
- Participate in Senior Management and strategic activities.
- Perform commuted overtime in line with hospital needs.
- Manage EPMDS of the General Surgery department.

ENQUIRIES: **Dr. X.F Nene** _____

CONTACT NO.: **034 328 8007**

Closing Date: 18 October 2024