



**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 (GENERAL SURGERY)**  
**NO. OF POST** : **01**  
**CENTRE** : **MADADENI HOSPITAL- (GENERAL SURGERY)**  
**REFERENCE NO.** : **MAD 15/2024**  
**SALARY (all-inclusive packages)** : **R1 976 070.00 – R2 097 327.00 P.**

#### **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% in-hospital of basic salary plus fixed commuted overtime.

#### **MINIMUM REQUIREMENTS FOR THE POST**

- Appropriate qualification (MBChB or equivalent)
- A minimum of 5 Years' experience after registration with HPCSA as Medical Specialist in (General Surgery).
- Current (2024) registration with HPCSA as specialist.
- **Proof of current and previous work experience endorsed by HR (Certificate of Service)**

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

- Sound clinical knowledge and experience 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/RESPONSIBILITIES**

- Provide safe, ethical and high quality of care through the development of standards and risks assessments in the area Clinical and customer care (patient perspective) in the respective speciality.
- Provide a full package of services including after hour service.
- Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities.
- Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research.
- Manage and direct performance of junior staff within the area of control.
- Align clinical service delivery plans with hospital plans and priorities.
- Provide principal specialist services and support to the Clinical Head of Department.
- Ensure compliance with National Core Standards.
- Participate in the continued medical education programme in the institution.
- Manage EPMDS of the General Surgery department.
- Participate in the extended management activities.
- Develop, implement and monitor quality improvement programmes.
- Develop and participate in the outreach programme.
- Ensure a functional referral system that ensures a seamless health service.

**ENQUIRIES:** **Dr. X.F Nene** \_\_\_\_\_

**CONTACT NO.:** **034 328 8007**

**Closing Date: 18 October 2024**

