



Enquiries: Mrs. SG Masikane

Date : 2024.09.03

Tel. No : 035 – 901 7000

**TO: ALL HEADS OF INSTITUTIONS
ALL EMPLOYEES
COMMUNITY MEMBERS**

**VACANCIES IN THE DEPARTMENT OF HEALTH: NGWELEZANA TERTIARY HOSPITAL
CIRCULAR MINUTE NO: NGWE 03/2024**

The content of this circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Institutions must ensure that all employees who meet the requirements of the post must be made aware of this circular minutes even if they are absent from their place of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
 - a) Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the website-www.kznhealth.gov.za
 - b) Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV)
 - c) Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form.
 - d) Applicants are **NOT** required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV).
 - e) The certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview.
 - f) The reference number of the post must be indicated in the column provided on the Z83 application form e.g. NGWE 01/2022

N.B: FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL DISQUALIFY APPLICANTS

2. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful.



3. People with disability should feel free to apply
4. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department.
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 attach a copy of their Permanent Residence Permit to their application.
6. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.

CLOSING DATE FOR APPLICATIONS IS: 04 OCTOBER 2024

Original copy signed by:

**Chief Executive Officer
Ngwelezana Tertiary Hospital**

POST	: HEAD CLINICAL UNIT (MEDICAL) GRADE 1
INSTITUTION	: NGWELEZANA TERTIARY HOSPITAL
REFERENCE NO	: NGWE 10/2024
DEPARTMENT	: INTERNAL MEDICINE
REMUNERATION	: R 1 976 070.00 – R2 097 327.00
OTHER BENEFITS	: All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Plus 18% In-hospital area allowance. Commuted Overtime which is determined by service delivery needs of the department.

MINIMUM REQUIREMENTS FOR THE POST:

- Senior Certificate / Grade 12
- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine.
- Appropriate tertiary qualification in the Health Science (MBChB)
- Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine.
- A minimum of 3 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist
- Proof of current and previous working experience endorsed by Human Resource department (certificate of service).
- Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Appropriate specialist procedures and protocols within field of expertise.
- Understanding of basic Human Resource matters including Labour Relations.
- Control of budget, monitoring expenditure and project management.
- Assessment, diagnose and management of patients within the field of expertise.
- Managerial and financial management skills.
- Computer skills.
- Driving skills.
- Problem solving skills.
- Concern of excellence.
- Courtesy and interpersonal relation skills.
- Stress tolerance and innovation skills.
- Awareness of cross-cultural differences.

RECOMMENDATIONS

- Valid driver's license

KEY PERFORMANCE AREAS

- Participate in the coordination of Internal Medicine unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility.
- Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients.
- Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services.
- Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities.
- Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital.
- Strengthen clinical governance.
- Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures.
- Provide measures and guidance on quality assurance to comply with set quality standards.

- Manage the performance of allocated human resources.
- Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity.
- Ensure equipment is maintained and functional at all times.
- Render affective administrative support.
- Provide after hour courage and ensure continuous clinical support to junior staff.
- Attend to meetings and workshops as directed.
- Comply with all legal prescripts, acts, legislative, policies, circulars, procedures, guidelines and code of conduct for public service.
- Adhere to correct channels of communication as per the hospital organogram.
- Maintain clinical, professional and ethical standards.

ENQUIRIES: Dr. RS Moeketsi TEL NO: 035-901 7000

CLOSING DATE FOR APPLICATIONS: 04 OCTOBER 2024

**Applications should be forwarded to: The Deputy Director: HRM: Mr. MP Zungu
Ngwelezana Tertiary Hospital
Private Bag X 20021
EMPANGENI
3880**

OR

Hand delivered to: **The Human Resource Department
Ngwelezana Tertiary Hospital
Thanduyise Road
EMPANGENI
3855**

Management reserves the right to allocate employees outside the appointed domain as determined by service delivery demands.

POST	: CLINICAL TECHNOLOGIST (ECHOCARDIOLOGY) GRADE 1, 2 &3
INSTITUTION	: NGWELEZANA TERTIARY HOSPITAL
REFERENCE NO	: NGWE 11/2024
REMUNERATION	: R376 524.00 – R430 512.00 GRADE 1 : R439 755.00 – R501 630.00 GRADE 2 : R514 785.00 – R623 229.00 GRADE 3
OTHER BENEFITS	: 13 th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements).

MINIMUM REQUIREMENTS FOR THE POST:

- Senior Certificate / Grade 12.
- Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Clinical Technologist (Cardiology)
- Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist (Cardiology)
- Proof of current and previous working experience endorsed by Human Resource department (certificate of service).

Grade 01

- No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Clinical Technologist in respect of RSA qualified employees who performed Community Service, as required in South Africa.
- One-year experience after registration with the Health Professional Council of South Africa as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa.

Grade 02

- A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa.
- A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.

Grade 03

- A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service, as required in South Africa.
- A minimum of twenty one (21) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Sound knowledge of echocardiology
- Knowledge of general medical equipment
- Good verbal and written communication skills
- Interpersonal and team building skills
- Ability to work under pressure and independently

KEY PERFORMANCE AREAS

- Render quality echocardiology services to patients
- Perform stress ECG's, carotid Doppler and holter monitoring.
- Perform any other duties relevant to the work situation which may be allocated by the Supervisor
- Provide relief duties as and when required and 24 hour coverage for emergencies
- Participate in the teaching program for all personnel within the department.
- Maintain accurate records and statistics of patients attended to.

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