



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Ugu District Health Office

Private Bag X735, Port Shepstone, 4240
Bissett street 41, Port Shepstone, 4240
Tel: ☎ 039-6883039 Fax : 039-6826296 ✉ Linda.Dlamini@kznhealth.gov.za
www.kznhealth.gov.za

ADVERTISEMENT

TO: ALL HEADS OF INSTITUTIONS AND DEPARTMENTS

The content of this circular minute must be brought to the attention of all eligible personnel and employees in your establishment without delay. Institutions must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.

DIRECTION TO CANDIDATES

- The following documents must be submitted:
 - Application for employment Z83 which is obtainable at any Government Department or from website www.kznhealth.gov.za. Z83 should be completed in full and signed.
 - NB. Applicants are required to submit a fully completed Z83 and updated CV only.**
 - Certified copies of educational qualifications, ID document and Driver's license and proof of work experience will be requested from the shortlisted candidates only.
 - Certification of all documents must not be older than 06 months.
- The reference number of the post must be indicated in the column provided in the Z83, e.g. CC08/2006
- Failure to comply with the above instructions will disqualify applicants.
- The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks: Security Clearance, Citizenship Qualifications, CIPC checks and previous employment experience
- Applicants 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.
- Applicants in possession of a foreign qualification must attach an evaluations certificate from the South African Qualifications Authority (SAQA) to their applications.
- All employees in the Public Service that are presently on the same level but on a notch/package above the minimum of the advertised post are free to apply.

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all occupational categories in the Department. Persons with disabilities should feel free to apply.

PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, NO S&T PAYMENTS WILL BE CONSIDERED

ALL APPLICATIONS SHOULD BE FORWARDED TO: as per instructions laid down on advert

The District Manager (**For attention: Mr. JL Majola – Human Resources Manager**)
Ugu Health District Office
Port Shepstone
4240

Or Hand delivered to Ugu Health District Office 41 Bisset Street - Port Shepstone or email UguDistrictHealth.HRJobApplication@kznhealth.gov.za

Original signed _____
District Director



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POST : MEDICAL OFFICER (01 POST) GRADE 1, 2 or 3
CENTRE : PARK RYNIE FORENSIC MORTUARY
REFERENCE : UGU DO/03/2024
SALARY PACKAGE: (This inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)
Grade 1: R 949 146.00
Grade 2: R 1 082 988.00
Grade 3: R 1 253 415.00
OTHER BENEFITS : Rural allowance (claim basis) Commuted overtime (optional)

MINIMUM REQUIREMENTS:

- Grade 1: requires appropriate qualification plus registration with HPCSA as a Medical Practitioner.
- Grade 2: requires appropriate qualification, registration certificate plus 5 years' experience after registration as a Medical Practitioner.
- Grade 3: requires appropriate qualification, registration certificate plus 10 years' experience after registration as a Medical Practitioner.
- Valid code EB driver's license (code 8)
- **Non-South African citizen applicants – a VALID WORK PERMIT in accordance with HR Circular 49/2008 obtainable from any government department.**

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of access to information act & relevant procedures
- Knowledge of mortuary and its operation
- High level of integrity & confidentiality
- Knowledge of Inquest Act
- Knowledge of National Health Act
- Knowledge of Births and Deaths Registration Act
- Knowledge of Health Professionals Act
- Knowledge of post mortems and procedures
- Knowledge of the Criminal Justice System
- Knowledge of court etiquette and rules of trial
- Knowledge of crime scene procedures
- Report writing skills
- Excellent communication skills
- Computer literacy
- Knowledge of Occupational Health & Safety Act and Infection Prevention Control Guidelines.
- Ability to work under traumatic and stressful environment.

KEY PERFORMANCE AREAS:

- Detailed external examination of corpses and careful documentation of findings
- Supervision of the protection of a body
- Dissection of the viscera
- Dictation of findings pertaining to the pathology as well as trauma noted during the dissection
- Collection of relevant specimens for evidentiary material.
- Maintenance of the chain of custody of report and specimens taken
- Preparation of draft report and review of final autopsy report.
- Maintain compliance to the turnaround time of post mortem reports.



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- Oral testimony in Court
- Participate in CPD activities of the services
- Required to perform overtime and shift duties
- Develop appropriate skills and competencies to Forensic Pathology Officers.
- Improve governance including regulatory framework and policies.
- Supervise staff assisting with post mortem examination

ENQUIRIES: Mr. D.O Magubane

Telephone no: (039) 976 0002

CLOSING DATE: 13 September 2024