



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

Physical Address: Ngwelezana Tertiary Hospital, Thanduyise Road  
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[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

HRM

Enquiries: Mrs. SG Masikane  
Date : 2026.01.13  
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 01/2026**

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](http://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) Interested applicants can visit the following website at [www.kznonline.gov.za/jobs](http://www.kznonline.gov.za/jobs) for full posts details. Applicants are encouraged to apply for the posts through the online e-Recruitment system at [www.kznonline.gov.za/jobs](http://www.kznonline.gov.za/jobs) or submit their z83 and CV directly to the following email address [NgwelezaneHospital.HRJobApplication@kznhealth.gov.za](mailto:NgwelezaneHospital.HRJobApplication@kznhealth.gov.za)
  - e) 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).
  - f) 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.
  - g) 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: 06 February 2026**

*Original Copy signed by:* \_\_\_\_\_

**Chief Executive Officer  
Ngwelezana Tertiary Hospital**

POST : HEAD CLINICAL UNIT (MEDICAL) GRADE 1  
INSTITUTION : NGWELEZANA TERTIARY HOSPITAL  
REFERENCE NO : NGWE 01/2026  
DEPARTMENT : NEPHROLOGY  
REMUNERATION : R 2 084 754.00 – R2 212 680.00

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 (MChB)
- Additional sub-specialty qualification in nephrology.
- Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine.
- A minimum of 5 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 effective administrative support.
- Provide after hour coverage 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: 06 February 2026**

**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**

POST	: HEAD CLINICAL UNIT (MEDICAL) GRADE 1
INSTITUTION	: NGWELEZANA TERTIARY HOSPITAL
REFERENCE NO	: NGWE 02/2026
DEPARTMENT	: ENT
REMUNERATION	: R 2 084 754.00 – R2 212 680.00
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 Otorhinolaryngology.
- 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 Otorhinolaryngology.
- A minimum of 5 years appropriate experience as a Medical Specialist in ENT 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 ENT 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 effective administrative support.
- Provide after hour coverage 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: 06 FEBRUARY 2026**

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

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EMPANGENI  
3855**

POST	: MEDICAL SPECIALIST GRADE 1, 2 &3
INSTITUTION	: NGWELEZANA TERTIARY HOSPITAL
REFERENCE NO	: NGWE 03/2026
DEPARTMENT	: PSYCHIATRY
REMUNERATION	: R1 341 855.00 – R1 422 810.00 GRADE 1 : R1 531 032.00 – R1 623 609.00 GRADE 2 : R1 773 222.00 – R2 212 680.00 GRADE 3
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 plus 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 Psychiatry.
- 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 Psychiatry.
- Proof of current and previous working experience endorsed by Human Resource department (certificate of service).

#### **Grade 01**

- No experience required

#### **Grade 02**

- A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry.

#### **Grade 03**

- A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry.

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

- Sound clinical concept within the specific domain.
- Ability to work in multidisciplinary team.
- Teaching and supervisory skills.
- Assessment, diagnose and management of patients within the field of expertise.
- Good verbal and written communication skills and interpersonal skills.
- Knowledge of all Public Service Legislation, Policies and Procedures.
- Conflict management skills
- Innovation, drive and stress tolerance.
- Concern of excellence.

#### **KEY PERFORMANCE AREAS**

- Provide specialist care to patients requiring services within your specific domain.
- Provide specialist care in the outpatient clinics.
- Provide after-hours coverage in Psychiatry unit and ensure continuous clinical support to junior staff.
- Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials.
- Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care.
- Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital.
- Active participation in quality improvement programs including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4.
- Assist with the setting of protocols for management of patients, equipment and other relevant procedures.
- Ensure equipment is maintained and functional at all times.
- Attend to administrative matters as pertains to unit.

- Manage / supervise allocated human resources.
- Comply with all legal prescripts i.e. 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: 06 February 2026**

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