KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:
MADADENI HOSPITAL: (HRM)

Madadeni Hospital Private bag x 6642, Newcastle , 2940
F0001 Section 6, Madadeni, 2951
Tel: 034 328 8301 Fax: 034 328 8332 Email: sibongiseni.kheswa@kznhealth.gov.za
www.kznhealth.gov.za

Date: 01 September 2026

TO HEADS OF ALL INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH: MAD 21/2026

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 Z83 form and at the back of the envelope, e.g. MAD 01/2020**

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: 02 OCTOBER 2026

Applications can be submitted through Courier **OR** Hand delivered to: HR Office No. 3
Madadeni Hospital
F0001Section 6
Madadeni
2951

THE CHIEF EXECUTIVE OFFICER
MRS H.S.L KHANYI

POST	**: HEAD CLINICAL UNIT ((INTERNAL MEDICINE)**
NO. OF POST	**: 01**
CENTRE	**: MADADENI HOSPITAL**
REFERENCE NO.	**: MAD 21/2026**
SALARY	**: R2 168 145.00 – R2 592 273.00 P.A. (all-inclusive salary package)**
OTHER BENEFITS	**: 18% Inhospitable Area Allowance and Commuted Overtime**

MINIMUM EDUCATION REQUIREMENTS FOR THE POST

- 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 Internal Medicine
- PLUS At least Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a medical specialist in the category of Internal Medicine.
- Current registration with HPCSA as a Medical Specialist (2026 Receipt)
- **Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.**

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Knowledge of appropriate specialist procedures and protocols within the field of expertise
- Knowledge of legislative prescripts governing the public service
- Human resources management, financial management and general administrative skills
- Control of budget, monitoring expenditure and project management
- Computer literacy in MS Outlook, Excel, Word and PowerPoint.
- Report writing, presentation and teaching skills
- Strategic capability and leadership skills
- Problem solving, project management and change management
- Concerns for excellency, courtesy and interpersonal skills
- Awareness of cross-cultural differences

KEY PERFORMANCE AREAS/RESPONSIBILITIES

- Render efficient and cost-effective internal medicine services to patients managed by Madadeni Hospital and its drainage sites.
  Strengthen and ensure continuous clinical governance for internal medicine services within the area of jurisdiction.
- Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment)
- Deliver effective and efficient administration of the INTERNAL MEDICINE Department
- Plan and partake in the training of staff including Nurses, Clinical Support Personnel, Medical Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities.
- Develop regional services within the field of Internal Medicine and improve the functioning of renal services.
- Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients.
- Conduct out-patient specialist clinics and in-patient and provide expert opinion where required.
- ~~Ensure provisioning of a 24-hour service in Internal Medicine.~~
- Provide vision, strategic direction and inspire employees to deliver excellent, quality health services.
- Manage the performance of allocated human resources.
- Ensure that working environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity.
- Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware and adhere to protocols.
- Compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis.

- Provide measures and guidance on quality assurance to comply with set quality standards.
- Generate reports, plans, presentations, and perform other administrative duties attached to this position.
- Strengthen partnership with relevant stakeholders i.e. Tertiary hospitals i.e. Greys, IALCH, Referral Hospitals, Community members, etc. Liaison with the relevant Chief Specialist regarding service development.
- Improve management of referrals
- Maintain clinical, professional and ethical standards.
- Manage EPMDS of the Internal Medicine department.

ENQUIRIES: Dr X.F NENE _____ **CONTACT NO.:** 034 328 8007

CLOSING DATE: **02 OCTOBER 2026**