

**PROVINCIAL ADMINISTRATION KWAZULU NATAL  
DEPARTEMENT OF HEALTH**

**OTHER POSTS**

<b><u>POST 26/53</u></b>	<b><u>CLINICAL NURSE PRACTITIONER REF NO: PSH 09/2024 (2 POSTS)</u></b>
<b><u>SALARY</u></b>	Grade 1: R451 533 per. annum. Plus 12% rural allowance Grade 2: R553 545 per. annum. Plus 12% rural allowance
<b><u>CENTRE</u></b>	Assisi Clinic
<b><u>REQUIREMENTS</u></b>	<b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery +1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing & Midwifery + 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 10 years of the period referred to above must be appropriate / recognizable experience in the speciality after obtaining the one (1) year post basic qualification in the relevant speciality Other Benefits Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements) Minimum Education Requirements For The Post Senior certificate Degree/Diploma in General Nursing and Midwifery PLUS 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Registration with SANC as General Nurse and Midwife Current SANC receipt for 2024 Only shortlisted candidates will submit proof of working experience. Knowledge, Skills and Experience Knowledge of SANC rules and regulations Scope of practice Labour Relations Good communication and interpersonal skills Ability to function well within a team
<b><u>DUTIES</u></b>	Responsibilities/Kra's Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Utilize human, material and physical resources effectively and efficiently. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self-care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Develop and ensure implementation of nursing care plans. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. The incumbent will be expected to work overtime and extended hours.
<b><u>ENQUIRIES</u></b>	Ms R.K MPISI Tel No: (039) 682 3498
<b><u>APPLICATIONS</u></b>	Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240. NB: Applicants Are Encouraged to Utilise Courier Services/ S'thesha WAYA WAYA or e-mail to <a href="mailto:PSRH.Recruitment@kznhealth.gov.za">PSRH.Recruitment@kznhealth.gov.za</a> (Copies Should Be Submitted by Shortlisted Candidates Only)
<b><u>FOR ATTENTION</u></b>	Mr. Z.M Zulu
<b><u>NOTE</u></b>	NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications Detailed application for employment (Z83) and Curriculum Vitae.
<b><u>CLOSING DATE</u></b>	02 August 2024
<b><u>POST 26/54</u></b>	<b><u>OPERATIONAL MANAGER REF NO: PSH 10/2024</u></b>
<b><u>SALARY</u></b>	R656 964 per annum Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	Assisi Clinic
<b><u>REQUIREMENTS</u></b>	Matric/Senior Certificate. Degree / Diploma in General nursing science and or equivalent qualification that allows registration with SANC as professional Nurse. Registration with South African Nursing Council as a registered nurse and Primary Health Care Nurse. 1 year post basic qualification in Primary Health Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing and midwifery of which at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification Primary Health Care. Current registration with SANC for 2024. Computer literacy. Only shortlisted candidates will submit proof of working experience.

Knowledge, Skills and Experience SANC Rules, Regulations and Scope of Practice. Supervisory and analytical thinking skills. Good communication and interpersonal skills and ability to function well within a team. Sound knowledge of nursing procedures, management and supervision. Ability to formulate patient care related policies. Sound knowledge of Labour Relations Act

**DUTIES**

: Responsibilities/Kra's Assist in planning, organising and monitoring of objectives of the Primary health in a designated unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care. Monitor provision of quality comprehensive service delivery at the emergency unit. Participate actively in Operation Sukuma Sakhe programme. Work as part of a multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standard to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and guidance. Demonstrate an understanding of Human Resources and Financial Management Policies and policies. Monitored and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitored implementation and performance on indicators on a daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan. Exercise control of discipline and other Labour Related issues in terms of laid down procedures. Ensure complaint management is functional in the clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved. Provide strategic leadership in the delivery of PHC Package of services through DHS and relevant policy imperatives. Accelerate implementation of PHC engineering. Implement the Wellbeing and Health Promotion Strategy fully in your Institution. Ensure the effective, efficient and economical management of allocated resources. Provide strategic leadership role in the implementation of District Health Information relevant policies, guidelines and systems to produce data quality Detailed application for employment (Z83) and Curriculum Vitae.

**ENQUIRIES**

: Ms R.K Mpisi Tel No: (039) 682 3498

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: Mr. Z.M Zulu

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**CLOSING DATE**

: 02 August 2024

**POST 26/55**

: **OPERATIONAL MANAGER REF NO: PSH 11/2024 (1 POST)**

**SALARY**

: R656 964 per annum Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

**CENTRE**

: Madlala Clinic

**REQUIREMENTS**

: Matric/Senior Certificate. Degree / Diploma in General nursing science and or equivalent qualification that allows registration with SANC as professional nurse. Registration with South African Nursing Council as a registered nurse and Primary Health Care Nurse. 1 year post basic qualification in Primary Health Care. A minimum of 9 years appropriate/recognizable experience in a nursing after registration as a professional nurse with SANC in general nursing and midwifery of which at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification Primary Health Care. Current registration with SANC for 2024. Computer literacy. Only shortlisted candidates will submit proof of working experience. Knowledge, Skills and Experience SANC Rules, Regulations and Scope of Practice. Supervisory and analytical thinking skills. Good communication and interpersonal skills and ability to function well within a team. Sound knowledge of nursing procedures, management and supervision. Ability to formulate patient care related policies. Sound knowledge of Labour Relations Act.

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service and improve client satisfaction. Participate in the attainment of National Core Standard to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and guidance. Demonstrate an understanding of Human Resources and Financial Management Policies and procedures. Monitored and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitored implementation and performance on indicators on daily, weekly and monthly basis; provide feed-back to management, analyse data and draw up quality improvement plan. Exercise control of discipline and other Labour Related issues in terms of laid down procedures. Ensure complaint management is functional in the clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved. Provide strategic leadership in the delivery of PHC Package of services through DHS and relevant policy imperatives. Accelerate implementation of PHC engineering. Implement the Wellbeing and Health Promotion Strategy fully in your Institution. Ensure the effective, efficient and economical management of allocated resources. Provide strategic leadership role in the implementation of District Health Information relevant policies, guidelines and systems to produce data quality Detailed application for employment (Z83) and Curriculum Vitae.

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**CLOSING DATE** : 02 August 2024

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : Forward your applications, quoting the relevant reference number and the name of publication which you saw this advertisement to the Head of Department of Human Settlements, Private Bag x 54367 Durban 4000, for attention of Mr. SD Mthethwa or hand delivered to 353 – 363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor. Applications may also be emailed to [recruitment@kzndhs.gov.za](mailto:recruitment@kzndhs.gov.za)  
**CLOSING DATE** : 02 August 2024.  
**NOTE** : Applications must be submitted on the New prescribed applications form signed Z83 (which must be signed and completed in full), accompanied by a detailed CV. Relevant qualifications, Identity documents and a valid South African driver's license (where necessary) will be required on or before the of interview from shortlisted candidates. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documents must be submitted for each post applied for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, credit record checks, qualification verification and employment verification) will be conducted prior to employment. The Department reserves the right not to fill the post (s). Note: Applications not submitted on the fully completed new Z83 application forms will not be considered.

#### **MANAGEMENT ECHELON**

- POST 26/56** : **DIRECTOR: INFORMATION MANAGEMENT SYTEMS AND TECHNOLOGY REF NO: IMST/07/2024**  
**SALARY** : R1 216 824.per annum (Level 13) Package (All Inclusive)  
**CENTRE** : Durban  
**REQUIREMENTS** : Applicants must be in possession of a Degree or NQF Level 7 as recognised by SAQA in Information Technology and Information Management Systems coupled with 5 years relevant middle management experience in IT and IMS environment. Must have minimum entry requirement certificate to SMS (i.e. Nyukela). A valid driver's license. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic

managerial competency assessment (in compliance with the DPSA competency-based assessments). The competency assessment will be testing generic managerial competencies using mandated DPSA SMS competency assessment tool. Knowledge, Skills and Competencies: Knowledge of the Constitution of the RSA, Knowledge of Public Finance Management Act and Treasury Regulations, Knowledge of Promotion of Information Act, Extensive knowledge of Global Information Technology process, Knowledge of SITA Act, Knowledge of computer hardware and software, Knowledge of computer operating system, Knowledge of Archives Act, Public service knowledge of COBIT, ITLL and ISO, Knowledge of IT guidelines. Strategic Planning Skills, Computer Skills, Time Management, Analytical Skills, Technical Expertise, Facilitation Skills, Presentation Skills, Management Skills, Communication Skills, Assertiveness, Negotiation Skills, Decision Making Skills, Networking.

**DUTIES**

: Key Performance Areas: Ensure the provisioning of information technology services, equipment and software programs in the department; Ensure the provision of information system requirements in the department; Ensure the provision of information management support services in the department; Establish and maintain information resource centre in the department; Manage effective and efficient utilisation of human and financial resources of the directorate.

**ENQUIRIES**

: related to the post can be directed to: Mr. MOS Zungu Tel No: 033 392 6434.

**OTHER POST**

**POST 26/57**

: **ASSISTANT DIRECTOR: HOUSING FUND MONITORING AND RECONCILIATION REF NO: AD: HFMR 07/2024**

This post is being re-advertised; applicants who previously applied are encouraged to re-apply if they are still interested.

**SALARY**

: R444 036.per annum

**CENTRE**

: Durban

**REQUIREMENTS**

: Applicants must be in possession of a Degree or National Diploma in Accounting and Financial Management coupled with 3-5 years relevant experience and supervisory experience. Matric with accounting/mathematics. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of the Public Service and Public Service Regulations, Knowledge of Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act, Knowledge of Housing Policies and Regulations, Knowledge of Basic Accounting Principles, Knowledge of generally accepted Accounting Practice, Knowledge of Constitution of the Republic of South Africa, Knowledge of Promotion of Access of Information Act, Financial management skills, Project management skills, Communication skills (written & verbal), Problem solving skills, Conflict management skills, Facilitation skills, Interpersonal skills, Presentation skills, Analytical skills, Time management skills, computer literacy, customer focus (both internal & external), Work under pressure, Flexible and open to challenge, Integrity, Quick thinker.

**DUTIES**

: Key Performance Areas: Reconcile all trust accounts of lenders, conveyances and housing associations trust accounts; Monitor subsidies administered by the Municipal Operating Account. Monitor and reconcile all establishment grants funding, special needs project, and any advance funds to municipalities and entities. Ensure timeous financial reconciliations for project close-out purposes. Effective and efficient management of financial and human resources of the component to ensure achievement of objectives.

**ENQUIRIES**

: Related To the Abovementioned Post Can Be Directed To: Mrs. GZ Myeni Tel No: 031 336 5415.