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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 24 OF 2024

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1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENT

: **NATIONAL: EMPLOYMENT & LABOUR:** Kindly note the following posts were advertised in Public Service Vacancy Circular 21 dated 14 June 2024 with the closing date of 01 July 2024. Director: Human Resources Management with Ref No: HR 5/1/2/3/56 for Compensation Fund (Pretoria) has been withdrawn due to administration technicalities; The post will be re-advertised and applicants who previously applied must re-apply. Sorry for the inconvenience: Enquires: Mr SV Radzuma Tel: 012 406 5723
GAUTENG: DEPARTMENT OF HEALTH (TEMBISA PROVINCIAL TERTIARY HOSPITAL): Kindly note that the following 03 posts were advertised in Public Service

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 24/16</u>	:	<u>CHIEF RADIOGRAPHER (GRADE 1). REF NO: EKO CHIEF RAD/01/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R545 262. per annum Other Benefits:13th Cheque, Medical Aid (Optional), Housing Allowance, Commuted Overtime (Employee must meet the prescribed requirements) and Rural allowance 12%
<u>CENTRE REQUIREMENTS</u>	:	Ekombe Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) An appropriate three year National Diploma/ Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent Practice) A minimum of three (3) years appropriate experience in a Diagnostic Radiographer. Proof of previous and current experience endorsed and stamped by Human Resource Department (Certificate of Service) (Only when shortlisted: Recommendations: Experience in CT scanning is preferred and preferable knowledge of ultra-sonographer Knowledge, Skills and Competencies Required: Working knowledge and experience in radiography principals, systems and procedures performed within the radiology department which include CT scanning and fluoroscopy. Sound supervisory skills. Sound knowledge of radiation safety regulations. sound knowledge of diagnostic radiography equipment and protocols. Ability to train junior radiography staff. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of Employee Performance Management and Development System. Good verbal and written communication skills. Sound interpersonal skills and Human Resource Management Skills.
<u>DUTIES</u>	:	Give factual information to patients and clients on radiography. Promote good health practices to patients in need of radiography. Educate patients on their conditions whilst ensuring that patients' rights are upheld. Compile memos as required in the working environment. Inspect and utilize equipment professionally to ensure that they comply with the safety standards. Provide a clinical radiographic service by implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols. Perform all delegated departmental tasks with limited supervision, and have the ability to deal with crisis situations independently. Perform overtime duties as required.
<u>ENQUIRIES</u>	:	Dr BP. Zungu (Medical Manager and Chief Executive Officer) (035 834 8000 Ext 8004)
<u>APPLICATIONS</u>	:	Should be forwarded to: The Assistant Director: HRM, Ekombe Hospital or Hand delivered to P16 Road Ekombe Hospital or You can email your application to sbusiso.langa@kznhealth.gov.za Private Bag X203, Kranskop, 3268
<u>FOR ATTENTION NOTE</u>	:	MR. SS. Langa
<u>NOTE</u>	:	Vacancies In The Department Of Kzn Health: Ekombe District Hospital Directions To Candidates:-The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za , The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per the job advertisement e.g. EKO/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach (only when shortlisted) an evaluation/verification certificate from the. South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary

proof (only those that will be shortlisted). All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.

- CLOSING DATE** : 19 July 2024
- POST 24/17** : **PROFESSIONAL NURSE -SPECIALITY -OPERATING THEATRE. REF NO: EKO/PN/OT/01/2024 (X1 POST)**
- SALARY** : Grade 1: R451 533. per annum Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%
- CENTRE REQUIREMENTS** :
 : Ekombe District Hospital
 : Grade 1: Senior Certificate (Grade 12). Degree/Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a "Professional Nurse and Midwife plus one (1) year post basic qualification in speciality (Diploma in Operating Theatre Technique)". A minimum of 04 years of appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Proof of current registration with SANC/license to practice and proof of previous and current experience endorsed and stamped by Human Resource Department (Certificate of Service) (Only when shortlisted)
 Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care process procedures, nursing statuses and other relevant legal framework. Knowledge of public services regulation, disciplinary code, human resources policies. Hospital generic and specific policies, financial and budgetary knowledge pertaining to the relevant resources under management. Knowledge and experience in implementation of Batho Pele Principles and Patients Rights Charter, Code of Conduct. Ability to function well within a team. Good communication skills (verbal and Written)
- DUTIES** : Provision of optimal, holistic specialized nursing care provided within the set standards i.e. professional/ legal. Maintain accurate and complete patient records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and develop QIPS. Participate in implementation of national core standards, guidelines and protocols. Effective, efficient and economical use of allocated resources. Provision of effective support to nursing services. Assist in supervision and development of staff. Participate in training and research and programmes e.g., IPC, Quality assurance. Scrubbing for minor and major operations. Participate in the care swabs and instruments in theatre. To provide immediate care to all patients who have been operated. To prepare for the operations and ensure smooth running of the theatre. Maintain professional growth/ethical standards and self-development. Promote good working relationships with multidisciplinary teams. Ensuring the availability of necessary basic equipment and stock. Manage the resources.
- ENQUIRIES** : Ms PL. Ntuli (Deputy Nursing Manager) Tel No: (035 834 8000 Ext 8005)
- APPLICATIONS** : Should be forwarded to: The Assistant Director: HRM, Ekombe Hospital to P16 Road Ekombe Hospital or You can email your application to sbusiso.langa@kznhealth.gov.za Private Bag X203, Kranskop, 3268
- FOR ATTENTION** : MR. SS. Langa
- NOTE** : Vacancies In The Department Of Kzn Health: Ekombe District Hospital
 Directions To Candidates: -The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement

e.g. EKO/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach (only when shortlisted) an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof (only those that will be shortlisted). All employees in the Public Service who are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to a positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result in your application being disqualified. Due to financial constraints, S&T Claims will not be considered.

- CLOSING DATE** : 19 July 2024
- POST 24/18** : **CLINICAL NURSE PRACTITIONER (GRADE 1-2) REF NO. KH 01/2024 (1 POST)**
- SALARY** : Grade 1: R451 533 – R530 376.per annum
Grade 2: R553 545 – R686 211. per annum 8% inhospitable allowance of basic salary, 13th cheque, Medical aid. Prescribed (requirements)
- CENTRE REQUIREMENTS** : Kwa-Magwaza District Hospital (KwaMbiza Clinic)
: **Grade 1** Grade 12 /Senior Certificate. Basic R425 Qualification (i.e., Diploma /Degree in General Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. One year post basic qualification in clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with the SANC (2024) As a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates. **Grade 2** Grade 12 /Senior Certificate. Basic R425 Qualification (i.e., Diploma /Degree in General Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. One year post basic qualification in clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current registration with the SANC (2024) As a Professional Nurse. A minimum of fourteen (14) years actual service and or/appropriate /recognizable experience after registration as professional Nurse with the SANC in General Nursing. At least ten (10) years of this period must be appropriate /recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant speciality. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates. Knowledge, skills training and competencies required, knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S act Batho Pele Principles and patients Right charter, Labour Relations. Act, Grievance Procedure etc. Leadership, organizational decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Good insight of procedures and policies pertaining to nursing care and ability to assist in formation of patient care related policies.
- DUTIES** : Provide quality comprehensive primary health care by providing preventive, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical, pharmaceutical and stock. Provide direct and indirect supervision of all junior staff and give guidance. Execute duties and functions with proficiency and perform duties according to the scope of practice. Implement infection control standards and practice to improve quality of nursing care. Ensure proper implementation of OHSC Norms and Standards, quality and clinical audits initiative. Maintain a constructive working relationship with staff and other stakeholders. Participate in the audits of patient clinical records and evaluate care rendered to patients Ensuring proper utilization of humans, material and financial and keeping up-to-date record of resources. Mentor junior staff regarding patient care in order to increase level of expertise. Strengthen data systems and treatment outcomes by collecting, submitting and utilization of

		data, supporting the realization and maintenance of an ideal clinic program in the facility.
<u>ENQUIRIES</u>	:	Ms. NI Mthethwa Tel No: 035 450 8294
<u>APPLICATIONS</u>	:	All applications should be posted to: The Chief Executive Officer: KwaMagwaza Hospital Private Bag X808, Melmoth,3835, hand-delivered to KwaMagwaza Hospital KwaMagwaza Road or Email to KwaMagwazaHospital.HRJobApplications@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Assistant Director: HRM
<u>NOTE</u>	:	Applications must be submitted on the new Prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . The applications received on the incorrect (Z83) will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. The Reference Number must be indicated in the column (Part A) provided on the Z83 Form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. People with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their application was unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted) All employees in Public Service that are presently on the same salary level but on a notch /package above of the advertised post are free to apply. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints, no S&T and no Resettlement allowance claims will be considered for payment to candidates that are invited for an interview. NB: Preference will be given to African Male and people with disabilities.
<u>CLOSINGDATE</u>		26 July 2024
<u>POST 24/19</u>	:	<u>MEDICAL OFFICER –NHI REQUIRED FOR PHC REF NONHI/01/2024 (2 POSTS)</u> (Duration: Until 31 March 2025)
<u>SALARY</u>	:	R639.00 rate per hour inclusive of rural allowance. Time spent at the clinic Kilometres travelled Exclusion: Doctors working for the Department of Health will not be considered for NHI posts. NB: Travel claim capped at no more than 200km's return per day and 2.0cc engine capacity.
<u>CENTRE</u>	:	Umzinyathi Health District Office
<u>REQUIMENTS</u>	:	Matric/ Senior Certificate (Grade 12) MBCHB Medical Degree plus. Registration with the HPCSA as an Independent Medical Practitioner plus current registration certificate with the HPCSA. 2 years medical experience after Community Service. Valid driver's license Knowledge, Skills And Competencies Required: Sound knowledge, experience and clinical skills in General Medicine, but especially in the following fields: Primary Health Care Antenatal care Child Health and IMCI HIV Medicine TB Medicine Non-communicable Diseases Emergency care Good communication and leadership skills Knowledge and understanding of Batho Pele Principles and Patients' Rights Charter Ability to work as part of the PHC Team Sound Medical ethics A diploma in HIV Care or Family Medicine would be an advantage.
<u>DUTIES</u>	:	Key Performance Areas/Kra's: Work as a consulting doctor in Primary Health Care Clinics in Umzinyathi Health District. Provision of good quality, patient-centered and community-orientated care for all patients. Promote and ensure good continuity of care Examine, investigate, diagnose and oversee the treatment of patients, including Chronic ailments, TB, patients for ARVs, sick children, antenatal patients and mental health care users etc. Participate in and support CPD (Continuous Professional Development) and training of PHC

doctors and nurses. Provide medical support to PHC clinical staff. Ensure that relevant patient's statistics are maintained. Maintain accurate health records in accordance with Legal and Ethical considerations. Provide preventive health interventions and measures to promote health. Handle disability grant assessments. Perform duties as delegated by supervisor. The incumbent will be accountable to the Clinic Operational Manager, Medical Manager and DCST Family Physician, where applicable.

ENQUIRIES
APPLICATIONS

: Ms.DLS Zulu Tel: 034 2999100
: Applications forwarded to or Hand Delivery Umzinyathi Health District Office
34 Wilson Street Private Bag x2052 Dundee Dundee 3000 3000 Attention to:
Ms. M Ngwenya Application may also be emailed
to:Bongumusa.masondo@kznhealth.gov.za or
Mbalenhle.Ngwenya@kznhealth.gov.za

NOTE

: NB: Please note that due to financial constraints, there will be no payment of
S & T and resettlement claims

CLOSING DATE

: 19 July 2024 at 16h00