ANNEXURE Q

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

NOTE:

An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83. Please note that failure to comply with the above instructions will disqualify applicants. Please note that selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of Applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

MANAGEMENT ECHELON

POST 21/110: MEDICAL SPECIALIST PSYCHIATRIST 4 POSTS REF NO: THH 08/2016

SALARY:
Gr 1 R924 378 per annum
Gr 2 R1 056 915 per annum
Gr 3 R1 226 595 per annum

All-inclusive salary package (this inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules other benefits: A fixed commuted overtime plus 13th Cheque, medical aid (optional)

CENTRE:
Town Hill Hospital

REQUIREMENTS:
Registered as a Specialist Psychiatrist with the HPCSA. Qualifications: FCPsych (SA), MMed (Psych) or equivalent code 08 driver’s license, computer Literacy: Word, Spreadsheet presentation and search engine software/applications.

DUTIES:
Provide specialist psychiatric care, assessments and evaluations of mental health care users (MHCUs) both in institutions and community where indicated. Provide academic teaching and clinical training to students and trainees in medical, nursing and Allied Health Professions. Provide specialist advice, guidance and training to clinical paramedical and management staff both within the tertiary services and as part of outreach to area 2. Participate in the development of clinical management. Guidelines, protocols and referral pathways for the management of MHCUs. Attend to administrative matters as pertains to the inpatient and outpatient services. Ensure the effective, efficient and economical use of allocated resources inclusive of human resource. Stimulate, participate in and supervise research

ENQUIRIES:
Dr SRH Maharaj on 033-341 5654

APPLICATIONS:
Applications should be sent by post to, The Human Resource Manager, Townhill Hospital, Private Bag 400, Pietermaritzburg, 3200

CLOSING DATE:
10 June 2016

OTHER POSTS

POST 21/111:
ASSISTANT FINANCE MANAGER (CONDITIONAL GRANT) LEVEL 9 (11 POSTS)

3 Years Contract
Cluster: District Health Services

SALARY:
R311 784 per annum

CENTRE:
Amajuba District: 1 Post : District Finance Manager: P/Bag x 6661 Newcastle, 2940: Ref No. Amaj 01/2016
Thekwini District: 1 Post: District Finance Manager: Private Bag X54318 Durban 4000: Ref No. Etne 02/2016
Ilembe District: 1 Post: District Finance Manager: P/Bag x 10620 Stanger 4450: Ref No. Ilem 03/2016
Harry Gwala (Formerly Sisonke): 1 Post: District Finance Manager: P/Bag x 3276, Ixopo 3202: Ref No.HG 04/2016
Ugu District: 1 Post: District Finance Manager: P/Bag x 735, Port Shepstone 4240: Ref No.Ug 05/2016
Umkhanyakude District: 1 Post: District Finance Manager: Private Bag X026, Jozini, 3969: Ref No.Umg 06/2016
Umzinyathi District: 1 Post: District Finance Manager: P/Bag x 2052, Dundee, 3000: Ref No.UMz 07/2016
Uthukela District: 1 Post: District Finance Manager: Private Bag X9958, Ladysmith, 3370: Ref No.Uthu 08/2016

**REQUIREMENTS:**

An appropriate B-Degree/National Diploma in Cost & Management Accounting; PLUS A minimum of three (3) years Management experience in a Financial Management environment OR Grade 12 Certificate; PLUS A minimum of Five (5) years Supervisory experience in a Financial Management environment. RECOMMENDATIONS: Training programmes and/or experience in Internal Stakeholders: Provincial Managers, District Managers, Institutional Managers, Monitoring, Evaluation and Technical Support, timeous early warning of non-compliance by institutions in relation to monthly reviews of key financial management reports will serve as a recommendation. Training programmes and/or experience in External Stakeholders: Provincial Treasury- Communication relating to accurate reporting, technical support sourcing and sharing of information Reliable high-risk are identification is essential to inform the Internal Audit Agenda, as a key requirement of Provincial Treasury will serve as a recommendation. Knowledge, Skills, Training and Competence Required: The incumbent of this posts will report to the Deputy Director: Finance, and will be responsible to provide insuring that all the Conditional Grant documents are properly reconciled and documents filled, The ideal candidate must: Be able to provide technical support to all the institutions within the district and ensure that the conditional grant is spent for its intended purposes. Be able to prepare reconciliations for conditional grant and Programme Implementation reports for HIV/AIDS Programmes on a monthly basis Be able to prepare and consolidate district Conditional Grant Business Plan for all HIV/AIDS Programmes. Possess Analyses expenditure trends to determine whether budgetary allocations they are in the line within the envisaged output performance priorities and targets. Be able to provide office support services in an effective, efficient and professional manner and ensuring that all the expenditure under conditional grant the documents are correctly filled. Be computer literate with proficiency in MS Office Software Application.

**DUTIES:**

Key Performance Areas: Prepare and consolidate the conditional grant business plan for the district for all the HIV/AIDS Programmes. Facilitate the division of the District HIV/AIDS Conditional Grant Budget Allocation between all programmes Manage and co-ordinate cash flow Prepare, collate and report on expenditure versus budget for all programmes Ensure compliance with Grant prescripts Monitoring and Evaluation of grant expenditure and efficient financial document control for efficient tracing, retrieval and filling. Prepare reconciliations and Programme Implementation reports for all the HIV/AIDS Programmes_Provide technical support within the district to ensure that the conditional grant is used for its intended purpose. Analysis the expenditure trends to determine whether budgetary allocations are in line with the envisaged output performance priorities and targets.Liaising with the institutions within the district in respect of staff linkage and expenditure to ensure that the staff paid under the conditional grant is aligned and approved under the HIV/AIDS Conditional Grant Business Plan.

**ENQUIRIES:**
MR R Mkhize: 033-395-2199

**APPLICATIONS:**
All Applications Should Be Forwarded To: The District Finance Managers

**CLOSING DATE:**
03 June 2016
<table>
<thead>
<tr>
<th>POST 21/112</th>
<th>DEPUTY DIRECTOR: DATA COLLECTION: LEVEL 11 REF NO: G33/2016</th>
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<tr>
<td>Cluster: Strategic Health Information Management</td>
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**SALARY**
An all-inclusive salary package of R612 822 per annum

**CENTRE**
Head Office: Pietermaritzburg

**REQUIREMENTS**
An appropriate Degree/National Diploma in Computer Sciences/ Statistics/ Information Technology/ Information Management; PLUS A minimum of three (3) years management experience in data collection, processing, analyzing and reporting in the Department; PLUS Unendorsed valid Code B driver’s licence (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, skills, training and competencies required: The incumbent of this post will report to the Manager: Strategic Health Information Management, and will be responsible to provide efficient and effective data collection for Strategic Health Programme in the province, and as such the ideal candidate must: Have the ability to establish and maintain effective working relations with the Strategic Health Programme staff and fellow colleagues. Have the ability to interpret computer terminology data standards and instructions and related information in the system. Possess knowledge of the DORA framework governing strategic Health Programmes. Possess sound knowledge of Strategic Health goals and guidelines, legislative and policy framework such as NSP 2012-2016, 90-90-90 Strategy for HIV and TB, Sustainable Development Goals. Enable proper backup and support for system for data collection and management. Possess in-depth familiarity with National and Provincial Strategic Health Programme indicators. Possess knowledge of project management. Possess knowledge of DHIS, 3 Tier ART Information System and ETR net. Have organizational ability and innovation solutions. Have the ability to work well independent and comfortably with the team. Be able to provide departmental managers with patient data to enable planning, decision making and corrective action aimed at achieving departmental goals and objectives i.e. HOD and Managers of Institutions, CEO and CFO. Have excellent computer skills in Microsoft Word processing, Microsoft Access, Microsoft Excel, Microsoft PowerPoint and Microsoft Project. Possess sound report writing, interpersonal, facilitation skills.Have excellent communication skills (verbal and written).

**DUTIES**
Key Performance Areas: Coordinate the collection, collation and reporting of key Strategic Health Programme indicators. Provide technical support to District officials on Strategic Health Programme data collection systems, capacitate staff to be efficient on data collection standard operations procedures and data processing systems. Assist in the design, development and implementation of computerized data files and information systems within the department. Collaborate with Data Management and Monitoring and Evaluation Manager to introduce and implement any newly developed Integrated Electronic System. Assist with the interpretation of current legislation and national policies. Support/Participate in innovative project for Strategic Health Programme involving Data Collection. Participate actively in the development of data management, and Health Information systems policies and S O P’s.

**ENQUIRIES**
MR A NGCOBO: 033-395 2210

**APPLICATIONS**
All applications should be forwarded to: The Acting General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower

**FOR ATTENTION**
Mr N C Mbatha

**CLOSING DATE**
10 June 2016

<table>
<thead>
<tr>
<th>POST 21/113</th>
<th>DEPUTY DIRECTOR: DATA MANAGEMENT: LEVEL 11: REF NO: G34/2016</th>
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<tr>
<td>CLUSTER: Strategic Health Information Management</td>
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**SALARY**
An all-inclusive salary package of R612 822 per annum

**CENTRE**
Head Office: Pietermaritzburg

**REQUIREMENTS**
An appropriate Degree/National Diploma in Health Sciences/ Health Information Management/ Statistics; PLUS A minimum of three (3) years management experience in data management in a public service preferable in HAST environment; PLUS Unendorsed valid Code B driver’s licence (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: The incumbent of this
The post will report to the Manager: Strategic Health Information Management, and will be responsible to ensure effective and efficient data management for Strategic Health Programme in the province. The ideal candidate must:
- Possess knowledge of Public Service Legislation.
- Possess extensive knowledge of District Health Information Software (DHIS).
- Possess strong analytical skills including analysis of both quantitative and qualitative data.
- Possess strong project and time management skills to enable the timeous collection and verification of input of data into quarterly, annual and other reports to meet deadlines.
- Possess strong knowledge of strategic health goals and guidelines, legislative and policy framework such as NSP 2012-2016, 90-90-90 Strategy for HIV and TB, Sustainable Development Goals (SDG).
- Possess knowledge of the DORA framework governing the Strategic Health Programme.
- Have the ability to manipulate raw data into meaningful, useable information to enable relevant stakeholders to plan effectively.
- Possess knowledge of project management.
- Have in-depth familiarity with National and Provincial Strategic Health Programme Indicators.
- Have the ability to work independently and as part of a team.
- Have excellent computer skills in Microsoft word, Microsoft Access, Microsoft Excel, Microsoft powerpoint and Microsoft project.
- Possess excellent communication skills (both written and verbal).

**DUTIES**

Key Performance Areas:
- Manage health information systems that provide all strategic health programme data.
- Ensure that the data and information requirements of primary users are satisfied timeously.
- Provide assistance that ensures quality of data at all levels.
- Collaborate with data collection and monitoring and evaluation manager to assist in the providing a conducive environment for electronic systems.
- Support the implementation of all ad-hoc and annual surveys that are conducted. Assist in developing policies and S O P’s in relating to data Management.

**ENQUIRIES**

MR A Ngcobo: 033-395 2210

**APPLICATIONS**

All applications should be forwarded to: The Acting General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION**

Mr N C Mbatha

**CLOSING DATE**

10 June 2016

**POST 21/114**

CHIEF EXECUTIVE OFFICER LEVEL 12 REF NO: G34/2016

Cluster: District Health Services

**SALARY**

An all Inclusive MMS Salary Package of Salary Level 12, R726 276 per annum

**CENTRE**

Vryheid Hospital

**REQUIREMENTS**

A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR a degree/advanced in a management field. PLUS At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver’s license (Code 08). All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus

**DUTIES**

Key Performance Areas:
- To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure
business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES: Dr AS Mndaweni 033- 395 2816
APPLICATIONS: All applications should be forwarded to: The Acting General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower
FOR ATTENTION: Mr NC Mbatha
CLOSING DATE: 10 June 2016