



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: BETHESDA HOSPITAL

HUMAN RESOURCE OFFICE

Physical Address: Ubombo Main Road, Ubombo
Postal Address: P/Bag x 602, UBOMBO,3970
Tel:035 595 3100: Fax:035 595 1973 Email: Lungisani.Magutshwa@kznhealth.gov.za
www.kznhealth.gov.za

VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:-

1. The following documents must be submitted:
 - (a) 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.
 - (b) **Detailed Curriculum Vitae (CV).** Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV.
 - (c) Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only.
 - (d) Applications must be submitted **on or before the closing date.**

NB: The abovementioned documents need not be certified when applying for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview

2. The Reference Number must be indicated in the column provided on the form Z.83 e.g. Beth 02/2021

(b) **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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**

3. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor.

4. Persons with disabilities should feel free to apply for any of the advertised posts.

5. Applicants 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.

6. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

7. 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 submit documentary proof together with their applications.

This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

Closing date for the Applications:

25 August 2023

**PLEASE FORWARD APPLICATIONS TO:
DEPARTMENT**

ATT: HUMAN RESOURCE

The HR Manager
Bethesda Hospital
Private Bag x 602
Ubombo
3970



**CHIEF EXECUTIVE OFFICER
BETHESDA HOSPITAL**

03/08/2023
DATE

ALL APPLICATIONS SHOULD BE FORWARDED TO: The HR Manager: Bethesda Hospital, Private Bag x 602, Ubombo, 3970 OR Hand delivered to: Ubombo Main Road, Bethesda Hospital, Ubombo, 3970

POST : CHIEF OCCUPATIONAL THERAPIST

NUMBER OF POST : 01

REF NO : BETH 35/2023

CENTRE : BETHESDA HOSPITAL

REMUNERATION : Grade 1- R 520 785.00. pa

BENEFITS : 13th Cheque, Medical aid (optional), housing Allowance (employee must meet the prescribed requirements)

MINIMUM REQUIREMENTS:

- Grade 12 / Senior Certificate
- An appropriate qualification that allow registration with HPCSA as an occupational therapist.
- A minimum of 3 years relevant experience after registration with HPCSA as an occupational therapist.
- Current Registration with the Health Professional Council of South Africa (HPCSA)

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedure.
- Human Resource and financial management skills.
- Sound knowledge of disciplinary processes and grievance procedures.
- Knowledge of competency in high quality diagnostic and therapeutic Occupational Therapy service.
- Sound knowledge of the application of clinical Occupational Therapy theory, practices and ethics.
- Ability to function under pressure and provide psychosocial rehabilitation service to Mental Health Care Users.

KEY PERFORMANCE AREAS

- Management of vocational rehabilitation areas which includes staff and MHCU supervision.
- Ensuring effective reintegration of the MHU's into the community and active involvement in the clinical team and clinical team meeting.
- Management of financial resources within the department which includes planning for stock taken.
- Effectively manage the functions and operations within the OT component and complete administrative duties within the department.
- Co-ordinate early assessment and placement of appropriate MHU's immediately after referral.
- Assessment and treatment of activities of a daily living for MHCU's in the vocational areas and wards.
- Plan and involve staff who will need to implement/support these plans.
- Attend all clinical team meetings; be actively involved in these and the efforts to establish functional clinical team.
- Actively engages in the planning and implementation of psychosocial-rehabilitation and relevant event.

- Assist OT Manager in coordination of monthly stock take in the department.
- Supervision and conducting performance reviews for sub-ordinates i.e PMDS.
- Co-ordinate relevant reports.
- Assist with co-ordination of in-service training of OT staff and placement of undergraduate OT student.
- Assist with risk management of the component.
- Assist with the drawing up of work ideas and team cohesion for the OT clinical team.

ENQUIRIES: Dr. T.C Ngwenya [Medical Services Manager]

CONTACT NO : 035 595 3106

CLOSING DATE : 25 August 2023

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**CHIEF EXECUTIVE OFFICER
BETHESDA HOSPITAL**

02/08/2023

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ALL APPLICATIONS SHOULD BE FORWARDED TO: The HR Manager: Bethesda Hospital, Private Bag x 602, Ubombo, 3970 OR Hand delivered to: Ubombo Main Road, Bethesda Hospital, Ubombo, 3970

POST : MEDICAL SPECIALIST- FAMILY PHYSICIAN

NUMBER OF POSTS: 02

REF NO : BETH 30/2023

CENTRE : BETHESDA HOSPITAL

**REMUNERATION : Grade 1- R1 214 805.00. pa Plus 22% rural allowance
Grade 2- R1 386 069.00. pa Plus 22% rural allowance
Grade 3- R1 605 330.00. pa Plus 22% rural allowance**

BENEFITS : All-inclusive salary packages per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules) plus Commuted Overtime which is determined by service delivery needs of the department.

MINIMUM REQUIREMENTS:

- Grade 12 / Senior Certificate
- Appropriate tertiary qualification that allows registration with HPCSA as a Family Physician.
- Current registration with the Health Professions Council of South Africa (HPCSA) as a Family Medicine.

GRADE 01

- No experience required
- Registration with HPCSA as a Medical Specialist.

GRADE 02

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

GRADE 03

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

KNOWLEDGE, SKILLS TRAINING 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 in-patients and outpatient clinics
- Provide after-hours coverage in the relevant discipline unit and ensure continuous clinical support to junior staff, in a way determined by this particular facility.
- 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
- Active participation in quality improvement programs including clinical audits and continuous professional development activities in Bethesda Hospital
- 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 of public service
- Adhere to correct channels of communication as per the hospital organogram
- Maintain clinical, professional and ethical standards
- Participate in the activities pertaining regionalization of Bethesda hospital.
- Offer regional services to the district of UMkhanyakude.
- Participate in the clinical governance activities.

ENQUIRIES: Dr. T.C Ngwenya [Medical Services Manager]

CONTACT NO : 035 595 1006

CLOSING DATE : 25 August 2023

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DEPARTMENT**

ATT: HUMAN RESOURCE

The HR Manager
Bethesda Hospital
Private Bag x 602
Ubombo
3970


**CHIEF EXECUTIVE OFFICER
BETHESDA HOSPITAL**

02/08/2023
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POST : **CLINICAL MANAGER**

NUMBER OF POST : **01**

REF NO : **BETH 38/2023**

CENTRE : **BETHESDA HOSPITAL**

BENEFITS : All-inclusive salary packages per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules) plus Commuted Overtime which is determined by service delivery needs of the department.

REMUNERATION : Grade 1- R 1 288 095.00 plus 22% rural allowance

MINIMUM REQUIREMENTS FOR THE POST:

- Senior Certificate/ Matric or Grade 12
- A degree in MB ChB or equivalent degree.
- A minimum of 4 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner
- Current registration with HPCSA as a Medical Practitioner.

KNOWLEDGE, SKILLS, COMPETENCIES AND TRAINING REQUIRED:

- Strong leadership, organizational, operational and contingency planning skills
- Independent decision-making and problem solving skills
- Good interpersonal and communication skills
- Conflict management
- Medical/clinical skills
- Basic financial management
- Planning, organization and problem solving
- Analytical and creative thinking
- Reporting
- Administrative
- Verbal and written communication
- Interpersonal relations
- Good knowledge of applicable legislation, regulations, national and provincial policies
- HPCSA regulations
- National norms and standards for relevant clinical results
- Patient rights responsibility Charter
- Internal and external policies
- Provincial drainage area mapping
- Local regulations and rules regarding administrative duties
- Institution's budget and PFMA
- Regulatory framework of the institution
- Labour Relations Act
- Code of Conduct
- National norms for relevant clinical results

KEY PERFORMANCE AREAS:

- Ensure effective comprehensive clinical services with respect to patient care at inpatients, outpatients and outreach levels.
- Consultation (examination, treatment) and assessment of patient's physiology and physical condition
- Diagnose patient's state of health
- Briefing, informing, educating and counseling of patient and where appropriate relatives regarding prevention and treatment of patient. Deal with emotional, social and physical aspects of the patient's disease (Holistic Care & Management).
- Prescribe and administer medicine and treatment including minor surgical procedures
- Ensure continuous service delivery
- Manage an appropriate referral service to patients
- Ensure good clinical record keeping and feedback on discharge
- Ensure cost effective treatment of patients and that goals are met within the budget constraints
- Manage the outreach support to patients at clinics
- Manage Health Promotion programmes
- Ensure an effective administered clinical department.
- Provide expert input into the governance, administration and management of the institution and its associated services
- Assess ongoing staff and medical equipment needs
- Maintain good interpersonal relationships with all the members of institution
- Ensure safe medical practices in the institution to reduce the risk of medical legal cases as well as medical legal risk for patients.
- Manage all medico legal functions in the clinical department of the institution
- Effective education, training and research.
- Manage the practical training to junior medical officers/medical students and other personnel
- Manage the in service training to community service doctors
- Plan and ensure that medical research work and development are undertaken. Undertake complex medical research work
- Study medical literature and do research
- Partake in projects at institutional and PHC level e.g. data collection, analysis thereof and formulation of recommendations aimed at an optimal service provision within the budgetary constraints
- Keep up to date with new developments in the medical management and management field
- Study professional journals and publications to ensure that cognizance is taken of new developments.
- Monitor and study the medical services legal and policy framework continuously to ensure that the work of the unit is aligned with the requirements of such acts and policies
- Liaise/attend meetings, congresses and study the medical services legal and policy framework continuously to ensure that the work of the unit is aligned with the requirements of such acts and policies.
- Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments.
- Ensure the development and implementation of quality assurance programs in line with Provincial, National and International standards.
- Manage the implementation of quality assurance programs.

manage the formulation, implementation and monitoring of the execution of policies and protocols at institutional level.

- Development and implement operational plans and policies in line with the organisation's goals.
- Management and participation in commuted overtime, including a seven (07) nights-shift system.
- Be prepared to participate in all clinical governance activities, including complaints management and reduction.

Enquiries: DR TC Ngwenya (Manager: Medical Services)

Tel 035 595 3103

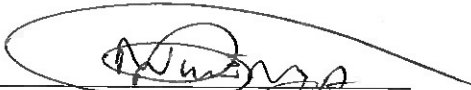
CLOSING DATE:

25 August 2023

PLEASE FORWARD APPLICATIONS TO:

ATT: HUMAN RESOURCE DEPARTMENT

The HR Manager
Bethesda Hospital
Private Bag x 602
Ubombo
3970



CHIEF EXECUTIVE OFFICER
BETHESDA HOSPITAL

03/08/2023
DATE

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POST : PHYSIOTHERAPIST

NUMBER OF POST : 01

REF NO : BETH 32/2023

CENTRE : BETHESDA HOSPITAL

**REMUNERATION : Grade 1- R 359 622.00. pa Plus 17% rural allowance
Grade 2- R 420 015.00. pa Plus 17% rural allowance
Grade 3- R 491 676.00. pa Plus 17% rural allowance**

BENEFITS : 13th Cheque, Medical aid (optional), housing Allowance (employee must meet the prescribed requirements)

MINIMUM REQUIREMENTS GRADE 1:

- Grade 12 / Senior Certificate
- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist.
- Current registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist.

GRADE 01

- No experience required after registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist.

GRADE 02

- A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist.

GRADE 03

- A minimum of twenty (20) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist.

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Good verbal and written communication skills
- Good interpersonal skills
- Knowledge of departmental administrative tasks
- Knowledge of ethical code and scope of practice
- Ability to problem-solving and apply analytical processes to patient care
- Supervisory skills for junior and students.

KEY PERFORMANCE AREAS

- Initiate appropriate physiotherapy intervention programs for patients suffering from immobility.
- Assess and evaluate physical disabilities caused by neurological disorders, stroke, diseases or injuries.
- Bring wellness and mobility in physical disabilities caused by injuries, stroke or other neurological disorders through physiotherapy treatment programs.
- Handle pain and physical problems caused by illnesses, disabilities and injuries.
- Manage and treat patients with disabilities in home and community care.
- Collaborate with multidisciplinary teams to provide patient care and comfort.

- Maintain and update patient records and documents.
- Provide quality physiotherapist treatment to the highest possible levels.
- Consult and collaborate with consulting physicians and other medical professionals in providing physiotherapy treatment.
- Teach patients and their families about self-care treatment interventions.
- Be part and participate in the facility clinical governance activities.

ENQUIRIES: Dr. T.C Ngwenya [Medical Manager Services]

CONTACT NO : 035 595 1006

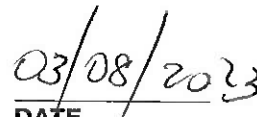
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The HR Manager
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Private Bag x 602
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3970


**CHIEF EXECUTIVE OFFICER
BETHESDA HOSPITAL**


DATE

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POST : OCCUPATIONAL THERAPIST
NUMBER OF POST : 01
REF NO : BETH 36/2023
CENTRE : BETHESDA HOSPITAL
REMUNERATION : R 359 622.00-R408 201.00 p.a (grade 1)
R 420 015.00-R 477 771.00 p.a (grade 2)
R 491 676.00-R 595 251.00 p.a (grade 3)
BENEFIT : Medical Aid –Optional, Housing Allowance- Employee must meet prescribed requirements, 13th Cheque and 17% rural allowance

MINIMUM REQUIREMENTS:

- Grade 12 / National senior Certificate.
- Appropriate qualification that allows registration with HPCSA as an Occupation Therapist.
- Current proof of registration with HPCSA.

GRADE 1

- No experience

GRADE 2

- A minimum of 10 years appropriate / recognizable experience after registration as an Occupational Therapist with HPCSA.

GRADE 3

- A minimum of 20 years appropriate / recognizable experience after registration as an Occupational Therapist with HPCSA.

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Good interpersonal skills.
- Report writing skill.
- Knowledge of departmental administrative tasks.
- Knowledge of ethical code and scope of practice.
- Ability to resolve problems and apply analytical processes to patient care.

KEY PERFORMANCE AREAS

- Ensure high quality rehabilitation service.
- Prepare reports and monthly statistics as required by the service.
- Ensure all basic and necessary equipment and material needed for the department to run are ordered as per department needs.
- Attend all clinics as per departmental roster.
- Ensure proper implantation of treatment protocol and guidelines.
- Ensure department is well managed in terms of administrative and functionality.
- Assist in drafting departmental policies and protocols and also presenting it to the policy committee.
- Provide effective, comprehensive assessment, treatment and general Occupational Therapy service to all patients.
- Sound knowledge of physical and psychological assessment and management of patients.

ENQUIRIES: Dr. T.C Ngwenya [Medical Manager Services]

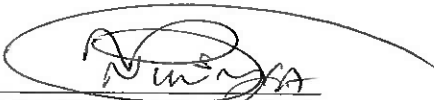
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BETHESDA HOSPITAL**

03/08/2023
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POST : DENTAL THERAPIST

NUMBER OF POST : 02

REF NO : BETH 37/2023

CENTRE : BETHESDA HOSPITAL

REMUNERATION : Grade 1- R 359 622.00. pa **Plus 17%** rural allowance
Grade 2- R 420 015.00. pa **Plus 17%** rural allowance
Grade 3- R 491 676.00. pa **Plus 17%** rural allowance

BENEFITS : 13th Cheque, Medical aid (optional), housing Allowance (employee must meet the prescribed requirements)

MINIMUM REQUIREMENTS GRADE 1:

- Grade 12 / Senior Certificate
- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dental Therapist.
- Current registration with the HPCSA as Dental Therapist.

GRADE 01

- No experience required after registration with the Health Professions Council of South Africa (HPCSA) as Dental Therapist.

GRADE 02

- A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Dental Therapist.

GRADE 03

- A minimum of twenty (20) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Dental Therapist.

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Good verbal and written communication skills
- Good interpersonal relations.
- Problem solving skills
- Knowledge of relevant Health and Safety Act.
- Ability to perform basic quality assurance tests

KEY PERFORMANCE AREAS

- Communicate effectively with patients to obtain and evaluate their dental history and diagnose the condition. Scale and polish teeth.
- Carry out clinical examinations for both In and Out-patients.
- Treat and restore deciduous teeth known as pupil therapy.
- Responsible for dental extractions.
- Take dental impressions and dental radiographs.
- Recognize, identify and interpret abnormalities and common pathology.
- Remove plaque and other coatings. Advice children and adults with special needs about their dental treatment.

- Motivate and educate individuals or groups of people to care for their oral hygiene and eat a healthy diet. Refer patients where necessary to other healthcare professionals.
- Record accurately patient's dental history and dental treatment plan.
- Participate in the facility clinical governance activities.

ENQUIRIES: Dr. T.C Ngwenya [Medical Manager Services]

CONTACT NO : 035 595 1006

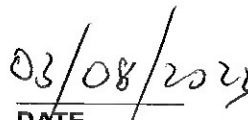
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BETHESDA HOSPITAL**


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POST : **CHIEF DIETICIAN**

NUMBER OF POST : **01**

REF NO : **BETH 39/2023**

CENTRE : **BETHESDA HOSPITAL**

REMUNERATION : **Grade 1- R 520 785.00. p a**

BENEFITS : **13th Cheque, Medical aid (optional), housing Allowance (employee must meet the prescribed requirements) plus 17% rural allowance.**

MINIMUM REQUIREMENTS:

- Grade 12 / Senior Certificate
- An appropriate qualification that allow registration with HPCSA as a Dietician.
- A minimum of 3 years relevant experience after registration with HPCSA as a Dietitian.
- Current registration with the HPCSA (2023) as a Dietician.

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Good verbal and written communication skills
- Good interpersonal skills
- Knowledge of departmental administrative tasks
- Knowledge of ethical code and scope of practice
- Ability to problem-solving and apply analytical processes to patient care
- Supervisory skills for junior and students.
- Performance management skills.

KEY PERFORMANCE AREAS

- Execute all dietetics management duties, functions and responsibility to the best of an ability and within all applicable legislation
- Manage and provide a high quality promotive and curative nutrition services according to patient needs.
- Give expert clinical advise and factual information of a professional nature on institutional services
- Provide a consultative dietetics services to health professionals and patients.
- Monitor and evaluate the nutrition services to comply with the valid standards and
- indicators, implement Quality Assurance Programmes for overall effective services
- Develop protocols to ensure that the diets comply with dietary recommendations
- Make recommendations with regards to policies/strategies for effective functioning of the dietetics unit
- Act as a consultant in the patient curative and rehabilitation programmers
- Give expect advises on the nutrient content of food products to be purchased
- Determine a policy relating to the development, provision and maintenance of comprehensive nutrition standards
- Ensure an effective nutrition care yet up to standard nutrition service
- Exercise control over rood products to minimize wastage

- Ensure effective nutrition care is delivered to patients within the hospital & out-patients.
- To be able to provide an after hour services within the available resources whenever its required to do so.
- Fulfil Monitoring & evaluation duties of the section.

ENQUIRIES: Dr. T.C Ngwenya [Medical Services Services]

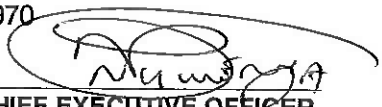
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