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ETHEKWINI DISTRICT OFFICE

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Reference: HRM 4/1

TO: ALL HEADS OF DEPARTMENT IN THE KZN PROVINCIAL ADMINISTRATION

VACANCIES IN THE DEPARTMENT OF HEALTH
Circular Minute No: ETHEK NHI 02- 2025/2026

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions without delay, including those in Regional/District offices. It must be ensured that all Institutions notify all candidates who qualify for the post in this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:-


1. The following documents must be submitted: -
 - The new Form Z83, obtainable from any Public Service Department **OR** from the website - www.kznhealth.gov.za
 - A Detailed Curriculum Vitae. (e.g. Educational qualifications, dates 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. ETHEK NHI 01/2024

NB: Failure to comply with the above instructions will disqualify applicants.

2. Appointments are subject to positive outcomes obtained from the NIA to the following checks: (security clearance, criminal clearance, credit records, citizenship, educational qualifications, and previous experience verifications).
3. Should you not be contacted within 2 months of the closing date of the advertisement, please consider your application to be unsuccessful.
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.
5. *Please note that due to financial constraints, no S&T payments will be considered.*

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. Persons with disabilities should feel free to apply for the post)

All Applications should be **emailed**: amanda.sloan@kznhealth.gov.za
OR **hand delivered** to: Highway House, 83 King Cetshwayo Highway, Mayville - HRM&E – Room 4B3



THE DIRECTOR
ETHEKWINI DISTRICT HEALTH OFFICE



ADVERTISEMENT OF NHI POSTS

POST	:	<u>NHI MEDICAL OFFICER: Various CHC Clinics Ethekeini District</u>
Nature of appointment:	:	Contract: Date of Appointment – 31 st March 2026
Post reference	:	<u>ETHEK NHI 02 2025/2026</u>
Centre	:	eThekeini District Health (Various Facilities)
No. of Posts	:	<u>02</u>
Remuneration	:	R603.00 per hour: Urban facility R693.45 per hour: Rural facility 15 Hours per week (3 hours per day / 5 days per week)
Other Benefits	:	Kilometers travelled will be paid, capped at 200 kilometers per day per facility and up to 2.0 cc engine capacity
Exclusion	:	Doctors working for the Department of Health will not be considered for the NHI post.

MINIMUM REQUIREMENTS FOR THE POST

- Grade 12 (Senior Certificate) Standard 10/or (Vocational National Certificate)
- MBCHB Medical Degree
- Registration with the HPCSA as an Independent Medical Practitioner plus Current Registration Certificate with the HPCSA 2025 / 2026
- General Practitioner in Private Practice
- Unendorsed Valid Driver's license
- Dispensing License

KNOWLEDGE, SKILLS, TRAINING 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 & AIDS Management
- TB Management
- Non-communicable / Communicable Diseases
- Emergency Care
- Good communication and Leadership skills
- Knowledge and understanding of National Health Insurance, Batho Pele Principles, Patient's Right Charter.
- Sound Medical ethics.
- Ability to work as part of the PHC Team
- A diploma in HIV /AIDS Care or Family Medicine will be an advantage



KEY PERFORMANCE AREAS:

- Work as a consulting doctor in Primary Health Care clinics eThekweni 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, HIV, pediatrics, antenatal patients and mental health care users, etc.
- Comply with all departmental protocols, Policy and Standard Treatment Guidelines, Essential medicines List (EML) for PHC, Adult Primary Care (APC) & code of Conduct.
- 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 data and statistics are maintained
- Maintain accurate health records in accordance with Legal Ethical considerations
- Provide preventative health interventions and measures to promote health
- Handle disability grant assessments
- Perform duties as delegated by supervisor
- Be prepared to drive to PHC clinics
- The incumbent will report to Facility Operational Manager/CHC/PHC/Municipal Nursing Manager of the Clinic and will be accountable to the CEO and Medical Manager of the mother hospital, including District Office.

Enquiries: Mrs. N Mthembu-Hadebe

Telephone: 031 273 5123/5175/5265

Applications are to be emailed to:

amanda.sloan@kznhealth.gov.za
lethukuthula.mtshali@kznhealth.gov.za

OR

Hand-delivered to:

District Human Resource Manager
Highway House
83 King Cetshwayo Highway, Mayville
Room 4B3

Closing Date:

29.04.2025