



## MEDICAL TECHNOLOGY SERVICES

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**Reference** : OS 07/2006  
**Enquiries** : Mr MJ Havinga  
**Date** : 18 August 2006

**To: ALL HEADS OF DEPARTMENT  
IN THE KZN PROVINCIAL ADMINISTRATION  
VACANCIES IN THE DEPARTMENT OF HEALTH  
CIRCULAR MINUTE NO. HTO 2006/1**

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

### **DIRECTIONS TO THE CANDIDATES**

1. The following documents must be submitted:-
  - (a) Application for Employment Form (Z.83), which is obtainable from any Government Department **OR** from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za)
  - (b) Certified copies of highest educational qualifications – not copies of certified copies.
  - (c) Curriculum Vitae
  - (d) Certified copy of drivers license
  - (e) ID copy
2. The Circular Minute Number must be indicated in the column provided on the form Z.83 e.g. Circular Minute number OS 07/2006 and also on the face of the envelope.

**NB:** Failure to comply with above instructions will disqualify applicants

3. Due to the large number of applicants envisaged please note that acknowledgement of receipt of applicants will not be issued. Applicants, who do not receive correspondence within sixty days (60) after closing date, must regard their application as unsuccessful.

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

**CLOSING DATE: 8 SEPTEMBER 2006**

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HEAD OF INSTITUTION – HTU

POSTS: Senior Technician  
(Head of The Health Technology Unit's Region)

NO OF POSTS: Nine (9)

SALARY: (Level 10) R 183 084 per annum Plus  
Subsidised Medical Aid, Pension, Housing  
Allowance and a 13<sup>th</sup> Cheque

CENTRES: The successful applicant must be willing to be placed and take charge  
of any one or a combination of the following regional satellite  
workshops and the placement of the candidate will be at the  
discretion of the Management:

Addington, Bethesda, Dundee, Edendale, Greys, King Edward VIII,  
King George V, Madadeni, Ngwelezana, Port Shepstone, Prince  
Mshiyeni, Wentworth.

REFERENCE: OS 07 / 2006

**MINIMUM REQUIREMENTS FOR THE POST:**

A National Diploma or Higher in Electrical / Mechanical Engineering : T; N or S Stream or  
Clinical Engineering together with a minimum of 6 years proven in-depth pre or post  
qualification experience in the Clinical Engineering field of which at least 2 years must be  
proven supervisory experience in the control of a clinical engineering workshop.

In-service employees with one year post diploma qualification supervisory experience in the  
control of a clinical engineering workshop with at least a 75% to 84% (superior performance)  
performance management rating may be considered.

Or

Registration with the Engineering Council of South Africa in the Electrical / Mechanical field  
in accordance with the Engineering professions Act 2000 (Act No. 46 of 2000), and a  
minimum of 6 years proven in-depth pre or post registration experience in the Clinical  
Engineering field of which at least 2 years must be proven supervisory experience in the  
control of a clinical engineering workshop.

In-service employees with one year post registration supervisory experience in the control of  
a clinical engineering workshop with at least a 75% to 84% (superior performance)  
performance management rating may be considered

And

Valid Code B (Minimum) drivers license.

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:**

**KNOWLEDGE:**

In depth knowledge of the functioning of Clinical Engineering Unit.

Sound knowledge of Medical Equipment audits. Sound knowledge of Projects  
Management. Knowledge of Human Resources and Finance Management.

Working knowledge of Supply Chain Management and Basic Accounting System. Working  
knowledge of the Occupational Health and Safety Act. Working knowledge of policies and  
procedures issued by the National Department, Health Technology.

**SKILLS:**

Analytical, Supervisory skills, Presentation, Communication, Administrative, Informed  
Decision Making and Reporting skills. Computer Literacy.

## **KEY RESPONSIBILITIES / MAIN OBJECTIVES OF THE JOB.**

The management and control of the Health Technology Unit's Region that falls within his / her region. Organise the regions activities to ensure that the department goals are achieved in the most effective and safest manner (Service Delivery of the Department of Health).

The management and control of the region's budget, human resources, assets and expenditure that falls within his / her responsibility.

The planning, motivating and co-ordinating the development and improvement of the Health Technology Unit's Region and the resources e.g. human, budget, equipment and training.

Determining of needs, goals, long term planning and formulation of policies, procedures and solutions in collaboration with the management of the Health Technology Unit.

Make recommendations to health care professionals, equipment manufacturers / sole agents, Department of Health and the management of the Health Technology Unit regarding the replacement, upgrading, commissioning, disposal and the status of current medical equipment.

Recommend and draft detailed technical specifications, maintenance agreements and incident reports with regard to medical equipment.

Undertake, control and manage the repairs and maintenance of medical equipment in the region that falls within his / her responsibility.

Undertake, manage and arrange training for current technical staff to keep abreast of current technology.

Undertake training of bursary students from previously disadvantaged communities who are currently studying Clinical Engineering.

**ENQUIRIES: Mr. M.J. Havinga**

**CONTACT DETAILS:** TEL: 031-4614531  
FAX: 031-4614535

**ALL APPLICATIONS MUST BE  
FORWARDED TO:**

**THE HUMAN RESOURCES SECTION**

For Attention Of: Mr. J.L.Paliem  
P.O.Box 21518  
Bluff  
4036

**NB: ONLY CANDIDATES SHORT-LISTED AND THE SUCCESSFUL WILL BE NOTIFIED  
BY POST**

**CLOSING DATE: 8 SEPTEMBER 2006**