



HEALTH
KwaZulu-Natal

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**TO HEADS OF ALL DEPARTMENTS
IN THE KZN PROVINCIAL ADMINISTRATION**

19 APR 2010

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE G 08/2010

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. Institutions must ensure 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) Application for Employment Form (Form Z.83), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
 - (b) Curriculum Vitae, certified copies of Identity document, highest educational qualifications, driver's licence and professional registration certificates - not copies of certified copies.
2. The Reference Number must be indicated in the column provided on the form Z.83, eg. Reference Number G35/2010. Separate application form must be completed for each of the centres preferred.
3. Persons with disabilities should feel free to apply for the post.

- NB:**
- (a) Failure to comply with the above instructions will disqualify applicants.
 - (b) The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications).
 - (c) Due to the large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of their application, in due course.
4. 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 representivity in all levels of all occupational categories in the Department.)

30 APR 2010

CLOSING DATE FOR APPLICATIONS IS _____

HEAD: DEPARTMENT OF HEALTH

uMnyango Wezempilo . Departement van Gesondheid

Fighting Disease, Fighting Poverty, Giving Hope

**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 : Application must be submitted on the prescribe Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Circular Minute Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB**: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her application, in due course. All employees in the Public Service that are presently on the same salary level but on a notch/package above as that of the advertised post are free to apply.

POST : **TECHNICIAN (REGIONAL SATELLITE WORKSHOPS): HEALTH TECHNOLOGY SERVICES: LEVEL 07 (6 POSTS)**

CLUSTER : Infrastructure Development and Clinical Support Service

CENTRES : HEALTH TECHNOLOGY SERVICES: NGWELEZANA HOSPITAL UNIT (REF G35/2010)
HEALTH TECHNOLOGY SERVICES: ADDINGTON HOSPITAL UNIT (REF G36/2010)
HEALTH TECHNOLOGY SERVICES: GREY'S HOSPITAL UNIT (REF G37/2010)
HEALTH TECHNOLOGY SERVICES: PRINCE MSHIYENI MEMORIAL HOSPITAL UNIT (REF G38/2010)
HEALTH TECHNOLOGY SERVICES: KING EDWARD VIII HOSPITAL UNIT G39/2010)
HEALTH TECHNOLOGY SERVICES: WENTWORTH HOSPITAL UNIT (REF G40/2010)

SALARY : R130 425.00 per annum

Other Benefits:

- 13th cheque;
- Medical Aid (Optional);
- Housing Allowance: Employee must meet prescribed requirements.

REQUIREMENTS FOR THE ABOVE POSTS:-

- National Diploma in Clinical Engineering/ Electrical Engineering (Light Current T, N or S Stream); **OR**
- Current registration with the Engineering Council of South Africa in the Electrical Field; **PLUS**
- A minimum of one (1) year proven Clinical Engineering pre and post qualification experience; **PLUS**
- Unendorsed valid Code B driver's licence (Code 08).

RECOMMENDATIONS:

- Knowledge of X-Ray equipments will be an added advantage.

NB: The post holder must eligible for registration as a Clinical Engineering Technician with the Engineering Council of South Africa which will soon be legislated.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:-

The incumbents of these posts will report to the Regional Senior Technician: Health Technology Services, and will be responsible to ensure that highly specialised and costly electronics, anaesthetics, surgical and mechanical medical equipment is maintained in an optimum condition and fully operational for use when required, and as such the ideal candidates must:-

- Possess technical knowledge of equipment repair and maintenance.
- Possess high technical ability and skills in electronics, electrical and mechanical fields.
- Possess excellent interpersonal communication skills (both verbal and written).
- Have the ability to prioritise task and other work related matters in order to adhere to timeframes.
- Have excellent attention to safety and technical details.
- Be willing to work under pressure and according to protocols.
- Be willing to keep abreast with maintenance and repair training workshops.
- Possess specialist training on specific medical equipment by suppliers/manufactures of medical equipment.
- Be computer literate with a proficiency in Microsoft Word, Excel, Power Presentation and Search Engine Software/Applications.

KEY PERFORMANCE AREAS:-

- Undertake the complex service and maintenance of all medical equipment handled by the Health Technology Service within the region under his/her responsibility.
- Assist with practical training to newly appointed technicians in the maintenance and repairs of medical equipment.
- Ensure that all the administrative functions attached to this post are carried out correctly e.g. records on job cards, completion of repair request forms, completion and submission of work tracking sheets, leave forms, test and acceptance certificates and condemning certificates and other administrative functions related to the posts.
- Undertake evaluations for new medical equipment, test and accept new medical equipment to ensure conformance with technical specification, condemn obsolete, unsafe and uneconomical medical equipment.
- Maintain a safe, orderly and tidy work area.
- Assist with ensuring that all test equipment is routinely calibrated.
- Ensure that electrical safety tests are performed on all medical equipment before dispatching to end user.
- Ensure that all outsourced medical equipment repairs are appropriately tested for functionality before dispatched to the end user.

ENQUIRIES : MR L L MANYATHI : 031 - 4618408

APPLICATIONS : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 **OR** Hand Delivered to: 330 Langalibalele Street, Natalia Building, Room 110, 6th Floor, South Tower

FOR ATTENTION : Miss S Dlamini

CLOSING DATE : 30/04/2010

POST : **SENIOR TECHNICIAN (REGIONAL SATELLITE WORKSHOPS): HEALTH TECHNOLOGY SERVICES: LEVEL 10 (2 POSTS)**

CLUSTER : Infrastructure Development and Clinical Support Service

CENTRES : **HEALTH TECHNOLOGY SERVICES: NGWELEZANA HOSPITAL UNIT (REF G41/2010)**
HEALTH TECHNOLOGY SERVICES: GREY'S HOSPITAL UNIT (REF G42/2010)

SALARY : R240 318.00 per annum

Other Benefits:

- 13th cheque;
- Medical Aid (Optional);
- Housing Allowance: Employee must meet prescribed requirements.

REQUIREMENTS FOR THE ABOVE POSTS:-

- National Diploma in Clinical Engineering/ Electrical Engineering (Light Current T, N or S Stream); **OR**
- Current registration with the Engineering Council of South Africa in the Electrical Field; **PLUS**
- A minimum of three (3) years proven supervisory experience in the Clinical Engineering field; **PLUS**
- Unendorsed valid Code B driver's licence (Code 08).

NB: The post holder must be eligible for registration as a Clinical Engineering Technician with the Engineering Council of South Africa which will soon be legislated.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:-

The incumbents of these posts will report to the Principal Technician, and will be responsible to ensure that highly specialised and costly medical equipments is maintained in an optimum condition and fully operational for use when required, and as such the ideal candidate must:-

- Possess a sound knowledge of medical equipment audit and projects management.
- Possess working knowledge of Human Resources, Finance Management and Occupational Health and Safety Act.
- Possess working knowledge of Policies and Procedures issued by both Provincial and National Departments Health Technology.
- Possess specialist training on specific medical equipment by suppliers/manufacturers of medical equipment.
- Be computer literate with a proficiency in Word, Spreadsheet, Presentation and Search Engine Software/Applications

KEY PERFORMANCE AREAS:-

- Manage and control of the Health Technology Maintenance Service that falls within his/ her region.
- Organise the regions activities to ensure that the Departmental goals are achieved in the most effective and safest manner (in line with Service Delivery of the Department of Health).
- Manage and control of the region's budget, human resource, assets and expenditure that falls within his/her responsibility.
- Plan, motivate and co-ordinate the development and improvement of the Health Technology Maintenance Service's region and the resource e.g. human resources, budget, equipment and training.
- Determine needs, goals, long term planning and formulation of policies, procedures, drafting of medical equipments specifications and solutions in collaboration with the management of the Health Technology Maintenance Service.
- Make recommendations to health care professionals, equipment manufacturers/sole agents, Department of Health and the Management of the Health Technology Maintenance Service with regards to regarding the replacement, upgrading, commissioning, disposal and the status of current medical equipments.
- 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 and newly appointed technical staff to keep abreast of current technology.
- Undertake training of bursary students from previously disadvantaged communities who are currently studying Clinical Engineering.

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