



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

32 Lyell Street, Ladysmith 3370
Tel: 036 6312202 Fax: 036 6312212
www.kznhealth.gov.za

**UTHUKELA HEALTH DISTRICT OFFICE
HUMAN RESOURCE PRACTICES**

**VACANCIES IN THE DEPARTMENT OF HEALTH
TO : ALL HEADS OF INSTITUTIONS**

VACANCIES IN THE DEPARTMENT OF HEALTH

The content of this circular must be brought to the attention of all eligible personnel and the employees in your establishment without delay. Head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATE

- The following documents must be submitted :
 - Application for Employment Form (Z83), which is obtained from any Government Department OR the website-www.kznhealth.gov.za
 - Certified copies of highest educational qualifications-not copies of certified copies
 - Updated Curriculum Vitae (CV)
 - Certified copy of Identity Document

NB: CERTIFIED COPIES SHOULD NOT BE OLDER THAN THREE MONTHS & FAXED APPLICATIONS WILL NOT BE CONSIDERED

- The Reference Number must be indicated in the column provided on the form Z83 e.g. EMS UTK/01/2015
NB: Failure to comply with the above instructions will disqualify applicants
- The appointment is subject to positive outcome obtained from NIA to the following checks :(security clearance, credit record, qualification, citizenship and previous experience employment verifications)
- Please note that due to the large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only.
- If you have not heard from us within three (3) months after closing date, please consider your application as being unsuccessful.
- Please note that due to financial constraints, no S&T claims will be considered for payment to candidates that are invited for the interview.

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

Closing Date: 21 October 2016

APPLICATIONS SHOULD BE FORWADED TO: EMS DISTRICT MANAGER ATTENTION: HUMAN RESOURCE MANAGER UTHUKELA HEALTH DISTRICT OFFICE PRIVATE BAG X 9958 LADYSMITH 3370	OR	HAND DELIVERED 32 LYELL STREET LADYSMITH 3370
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ADVERTISEMENT OF POST

POST : EMS Shift Leader (1 POST)
CLUSTER : EMERGENCY MEDICAL SERVICES
CENTRE : UTHUKELA EMS
REFERENCE : EMS UTK/02/2016

SALARY GRADE 3 : R 218 157.00 per annum

Other Benefits:

- 13th Cheques
- Medical Aid (Optional)
- Housing Allowance: Employee must meet the prescribed

requirements.

Minimum Requirements

- Intermediate Life Support Certificate and registration with HPCSA as an AEA.
- 3 years' experience after registration as an AEA
- Valid C1 driver's license PrDP (G.P)

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED :

The incumbents of these posts will report to the EMS Sub- District Manager: Emergency Medical Rescue Services, and will be responsible to provide pre hospital treatment within the scope of EMS Shift Leader and transport patient to an appropriate health facility in order minimize the loss of lives.

- Intermediates/ Advance life support, Health related Act, General, relevant Public Service, Management principles, Emergency Medical Rescue Service Operations procedure, Legislation, Labour Relation Act, EMRS current trends, HPCSA Protocols. Presentation skills, Leadership skills, Strategic planning, Good communication skills (verbal and written). Financial Management, Problem Solving, Human Relations and Conflict Resolution. Knowledge of Performance Management and Development System. Computer literacy in MS office package.

• KINDLY RETURN **ALL DOCUMENTATION** WHEN REPLYING



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KEY PERFORMANCE AREAS :

- Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA policies by ensuring compliance and reporting thereon.
- Implementation of Operational plans, at shift level.
- Manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies.
- Facilitate ongoing administration and Human resources management supervisory functions at shift level.
- Responsible for Performance Management and Development System assessment
- Attend to complaints from internal and external sources
- Respond to and co-ordinate major incidents, multiple casualty scenes
- Implement operational plan shift level.

ENQUIRIES : Ms BN Zungu

TELEPHONE: 036 638 4800

CLOSING DATE : 21 October 2016

**Original Signed by
EMS District Manager
Uthukela District**

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