



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20240128/1391
Advert Reference Number:	NDH 03/2024
Job Title:	OCCUPATIONAL THERAPIST
Job Level:	7
Vacancy Type:	Internal & External
Salary:	GRADE 1 R 359 622.00 R 408 201.00 per annum, GRADE 2 R 420 015.00 R 477 771.00 per annum, GRADE 3 R 491 676.00 R 595 251.00 per annum
Department:	KZN HEALTH
Component:	NORTHDALÉ DISTRICT HOSPITAL
Employment Type:	Permanent
Center:	NORTHDALÉ HOSPITAL - THE PIETERMARITZBURG ASSESMENT AND THERAPY CENTRE
Number Of Posts:	1

Duties/Responsibilities:

.Provision of effective and comprehensive assessment and treatment for paediatrics and general occupational therapy services to all patients.
.Assessment and Treatment of patients in the Occupational Therapy Department
.Manufacturing of splints and assistive devices when required
.Wheelchair/Buggy Seating
.Outreach to Community Clinics Monthly and conduct home visits as needed
.Participate in Paeds Clinic on a weekly basis
.Participation in Multidisciplinary Case Discussions
.Assessment, treatment and report writing for Medico Legal Cases
.Conduct herself with Patients in a professional manner in order to minimize complaints by patients
.To complete Administrative Responsibilities
.Participate in IPC, Clinical Audit and waiting time surveys
.Statistics, Complete personal statistics daily and submit on the first day of each month
.Minute taking at Departmental Meetings one quarter per year
.Compilation of waiting time survey one quarter per year
.Clinical File Audits one quarter per month
.Compile departmental statistics on a rotational basis, one quarter per year
.Representing Department at meetings as delegated by Chief OT
.To participate in Quality Improvement Projects.
.To assist with resource management in the occupational therapy department
.Correct Documentation of Assistive Devices and Mobility Devices Issued to patients
.Assist with the development of resources for the department
.Quarterly stock take of wheelchairs spares
.Monthly stock take on the Assistive Devices and splinting consumables
.Monthly stock take of wheelchairs
.Monitor stock levels monthly of surgical and stationery stock and report to ordering staff member
.To assist with the management of staff performance and skill development of staff
.Participate in In-service Training Monthly including preparing and presenting topics
.Maintain record of own CPD Training report to supervisor quarterly
.Review own PDP half yearly/and submit to supervisor
.Attend training on Batho Pele
.Regular feedback sessions with direct supervisor (monthly)

Qualifications and Experience:

Grade 1

- .No experience required
- .Appropriate qualification as an Occupational Therapist
- .PLUS current registration with the Health Professional Council of South Africa (HPCSA) as an
- .Occupational Therapist PLUS experience with working with neurological impaired paediatric patients
- .PLUS driver's license.

Grade 2

- .A Minimum of 10 years appropriate experience in Occupational Therapist after registration with the Health Professions Council of South Africa (HPCSA)
- .Appropriate qualification as an Occupational Therapist
- .PLUS current registration with the Health Professional Council of South Africa (HPCSA) as an
- .Occupational Therapist PLUS experience with working with neurological impaired paediatric patients
- .PLUS driver's license.

Grade 3

- .A Minimum of 20 years appropriate experience in Occupational Therapist after registration with the Health Professions Council of South Africa (HPCSA).
- .Appropriate qualification as an Occupational Therapist
- .PLUS current registration with the Health Professional Council of South Africa (HPCSA) as an
- .Occupational Therapist PLUS experience with working with neurological impaired paediatric patients
- .PLUS driver's license.

NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management.

Essential Knowledge, Skills and Competencies Required:

- .Sound knowledge and skill in OT paediatric and general diagnostic and therapeutic procedures.
- .Skill and knowledge in the use of OT equipment and assistive devices.
- .Knowledge of departmental administrative tasks.
- .Knowledge of ethical code and scope of practice.
- .Ability to problem- solve, and apply analytical processes to patient care.
- .Supervisory skill for junior staff and students.

Additional Information

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 09 Feb 2024

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.