



DEPARTMENT OF HEALTH
Republic of South Africa

FOREIGN WORKFORCE MANAGEMENT PROGRAM National Department of Health, PRETORIA GUIDELINES

CHOOSING TO WORK IN SOUTH AFRICA!!

- MEDICAL DOCTORS & SPECIALISTS
- PHARMACISTS
- PROFESSIONAL (Registered) NURSES

So you want to come and work in South Africa and you prefer or have chosen for the Department to allocate you to a rural institution in South Africa. Good choice! But before you come, there are more than a few administrative hurdles to cross, as you have to get the nod from no fewer than 3 separate National Government departments. We have prepared this discussion document to serve as guidelines try to explain the process, and to help you get here with the minimum fuss. You will have to push, and nothing will just happen automatically, papers may well get lost or forgotten, so always keep notes on what you have done, who you have spoken to and keep copies of all documents and forms. Never let go of your original papers! We recommend you give the whole process a few months from first written enquiry.

It is of the utmost importance to note the following recommended, "application route":

1. Foreign Workforce Management Program, National Department of Health, Pretoria for letter of endorsement regarding **employability** (undertaking to employ), support towards initial registration process, after which the relevant
2. Professional Health Council will to guide you with the application process, set dates for examination (if not exempted) and, after passing, you should again link up with the
3. Foreign Workforce Management Program, National Department of Health, Pretoria for allocation in terms of priority areas of need and securing of an initial written job offer with subsequent letter of support towards issuance of registration certificate and consideration by Home Affairs to approve work permit
4. Then the Department of Home Affairs closest to the place of employment (or local SA office abroad) will take you through their processes to allow you to
5. Assume duty at your earliest convenience!!!

Step 1:

You need to write to Mr Shaun-Allan Smith or Mrs Rose Mdlalose, Foreign Workforce Management Program, c/o The Director-General, National Department of Health, Private Bag X828, PRETORIA, 0001, tel no: +27-(0)12- 312 0722/0725, fax no: +27-(0)12- 312 0535, e-mail: smiths@health.gov.za or pial@health.gov.za . In your letter of introduction you should elaborate on who you are, what you are applying for and what want to do (preferences and future plans) and when you can assume duty (an estimate).

We give much greater preference if you can guarantee one year, preferably longer, up to three years. Six (6) months is really too short to benefit either yourself or us, and it's a lot of hassle for everyone for such a short time. Knowing more about you, we will then respond and issue to you a letter of endorsement in terms of your employability and most properly already a firm job offer in writing. It will be by e-mail or fax if you prefer. The original job offer with dates and which specific department you will be working in, etc will be couriered to you upon your acceptance of the preliminarily job offer.

You will have to complete the attached application form and need to submit (per fax or post) the following documents:

1. A covering letter of introduction

Copies of:

2. Job offer if directly recruited from abroad
3. Identity Documents or all used pages of primary applicant's Passport.
4. Spouse's Identity Document or Passport.
5. Marriage Certificate (for the record)
6. Qualifications (English translation)
7. Proof of foreign (previous) professional registration (English translation). *This needs certificate of good standing or practising license from your medical council as well as your registration certificate (copies for this step 1 only)*
8. Curriculum Vitae (Include current fax number, phone number, e-mail and postal address)
9. Latest / last salary slip, if employed/ previously employed in South Africa.
10. Letter from hospital official / consultant on headed notepaper to say how many post registration years satisfactorily completed (reference letters or service certificate(s)) and another letter to say internship (house jobs) satisfactorily completed (if young graduate).
11. Any other certificates / references you wish to be recorded.

(All documents / communication to the Foreign Workforce Management Program, National Health, can be faxed. Add any more as you wish to be recorded):

You may fax the documents to Shaun-Allan Smith at 0027-12- 312-0535 or post to the address above. Courier or hand delivery address: Shaun-Allan Smith, Foreign Workforce Management Program, c/o The Director-General, National Department of Health, Room 2608, Civitas Building, corner of Struben and Andries Streets, Pretoria Central, RSA.

E-mail of scanned documents is also acceptable to smiths@health.gov.za or pial@health.gov.za

Please allow two weeks for the processing of your application and placement. To pursue or to motivate for fast tracking of endorsement, contact the Unit by e-mail or at tel no. 0027 – 12 – 312 0722 / 0721 / 0739. Hospital Managers can also pursue directly. Can be dealt with in days if employment is definite.

This is encapsulated in National Department of Health Form 1. Once you have passed this first process, it's on to

Step 2:

Application towards limited registration (General Practitioner: Public Service) with the Health Professions Council of South Africa (HPCSA). Applicants, who have not received a letter of endorsement, may go through the whole process and found their candidature not accepted by the National Department. Please follow Step 1 first.

There are two ways to secure registration:

1. Upon firstly the initial support of the National Department of Health towards your employability and then by passing the prescribed examinations set by the HPCSA, or
2. Upon securing full support from the National Department of Health towards registration in the "Fast track" category (each case dealt with in terms of set criteria and on own merit) (see step 3).

Once you have sent all your documents off to the Foreign Workforce Management Program and received your formal letter of endorsement, the next hurdle is your registration with the HPCSA. It is recommended that all your communication with the Council be via Courier services or registered mail, in order to have due record thereof.

As an alternative, the Foreign Workforce Management Program will support you in this process, should you fail to progress therewith. You are welcome to forward (by courier or registered post) "notary public" copies of the required documentation to Shaun or Larissa Pienaar or Davonia Ohlson at the FWMP delivery / postal address in Step 2. The Program will hand deliver to the Council to ensure that your application does not get lost.

Contact people who ideally should be able to help you at the HPCSA (Council) are:

Ms Ntombi Ramatlo at tel no.	+27-(0)12-338 9332
Ms Thembi Mnisi at tel no.	+27-(0)12-338 9350
Mr Danie Kotze	+27-(0)12-338 9325
The switchboard number is	+27-(0)12-338 9300
The Council's fax number is	+27-(0)12-328 4862/3

If you really get stuck try Peter Kana +27-(0)12 338 9311 and ask him to help you get a message to the above named. Another helpful person is Nomfundo Godlo on +27-(0)12-338 9320 who deserves a gold medal for always answering the phone. She will try to get you linked through to the above colleagues.

This is the official HPCSA statement on registration for those applicants with qualifications from identified 'developed' countries. Other applicants will sit for the prescribed exams and passing it will be the Department's minimum requirement for employment in South Africa.

'REGISTRATION AS A MEDICAL PRACTITIONER/DENTIST IN THE FAST TRACK CATEGORY'

Applicants who qualified in the developed countries could apply for recognition of their qualifications for the purpose of gaining limited registration for a period that would not exceed 3 (three) years, without having to sit for a formal assessment examination, in order for such practitioners to work during the period in public hospitals in South Africa.

The application to be accompanied by:

- a. The original basic qualification in medicine/dentistry, or a copy thereof certified by a Notary Public and a sworn translation into English.
- b. A formal job offer endorsed by the National Department of Health

- c. Verification of credentials by the Educational Commission for Foreign Medical Graduates: International Credentials Services (to be obtained by the applicant at own cost) (see attached application form - applicable to medicine only) (Not for doctors from developed countries)
- d. A recent original Certificate of Status (Certificates of Good Standing) issued by the foreign Registration Authority.
- e. Form 12 attached duly completed.

(Note that you should never send your original documents but only the 'notary public' certified copies, and make sure you have spares of EVERYTHING!)

These should be posted / couriered direct to the HPCSA at:

***The Registrar
Health Professions Council of South Africa
PO Box 205, Pretoria, South Africa, 0001***

Do not rely on the post – check that documents have been received after about 2 weeks by phone to Mrs Ramatlo or other contact persons as above. Registered mail is an option – consider a courier. Remember, you may and are welcome to *abuse* the FWMP at National Health to hand over this package to the Council.

Step 3

Upon passing the exams with the Council, you will receive word thereof or a 'congratulations' letter from Mrs Ramatlo. You should then again communicate with the Foreign Workforce Management Program of the National Department of Health immediately. An allocation process will follow and when issued with a letter of endorsement of a firm job offer at this stage, the Council will release your Registration Certificate. The Department will, upon you receiving a copy of the 'congratulations' letter following exam results or a copy of the registration certificate, issue a NDOH certificate (in lieu of Chartered Accountant certification required in terms of section 19 of the Immigration Act). With a NDOH certificate in hand, you can progress to step 4.

What is of major importance is that you should not assume duty prior to having received your registration certificate and that you should only assume duty at the Hospital agreed too in your letter of endorsement. Failing to do that will oblige the Department to withdraw its support towards registration, work permit status and employment. Any deviation thereof should be duly motivated to and subsequently endorsed by the Foreign Workforce Management Program.

If you qualify for registration with the HPCSA in the "Fast track" category (applicants who are citizens of and who have qualified in developed countries), the Department of Health will support you to that extend and immediately make you a job offer (thus not subject to examination). The Department will, upon you receiving the nod to this effect from the Council, issue a NDOH certificate (in lieu of Chartered Accountant certification required in terms of section 19 of the Immigration Act). With a NDOH certificate in hand, you can progress to

Step 4:

Work Permit (Section 19(2) of the Immigration Act, 2002 (Act no 13 of 2002)

You can only apply for a work permit once you have received a written job offer and the prescribed NDOH Certificate from the Foreign Workforce Management Program in the National Department of Health (See Step 2).

Actual registration beforehand is not compulsory, as the Immigration Regulations (Schedule A, item 20, column 4, sub item (h)) allows for the applicant to submit a written undertaking to the National Department to register with the Council, upon which the Department will certify the “registerability” of the applicant to Home Affairs. It is preferred that you secure registration beforehand to support the process.

The work permit is done via the Department of Home Affairs and/or can be handled ideally via your nearest South African Embassy / consulate. You can contact the FWMP (Smith) to get contact persons / details. Our advice would be to obtain your work permit before you depart for South Africa. It is possible to come to South Africa on a visitors’ permit and then to apply for a work permit whilst in the country. The permits are however paid for by yourself and you can for the same price get a work permit beforehand and save yourself time and money.

You can apply for a work permit valid for three (3) years. This will give you temporary residency status in South Africa for three years and allow you to take up employment. It is recommended that prospective Employers and Employees agree on three years as an initial period of engagement to allow for maximum first entry.

If you have problems with any of the conditions, contact the FWMP (Smith) to address your concerns in a formal letter.

A full medical certificate is a letter from a medical practitioner to say you are fit and well. A copy of the format is available at any Embassy.

Do not forget your police clearance certificate. This can usually be obtained from your local police station and does take a little time – but if you submit proof to the Embassy you have applied for it you can proceed with your work permit application.

If you reside in the UK Mr Gerhard Meder in the London Embassy is your man. He can be reached at tel no: 0944-2079258902 or fax number 0944 – 2079301510/3/9. Mr Meder will most certainly support you in guiding you through the process. Contact him first to get the right forms as it can be confusing – the forms are generic and not designed specifically for your special case.

Step 5:

Buy your plane tickets and get here!

APPLICATION FOR REGISTRATION, WORK/STUDY PERMIT AND/OR EMPLOYMENT
Application to the National Department of Health (NDOH), PRETORIA

Surname: _____ First Names: _____
Address: _____ Tel (H): _____
_____ Tel (W): _____
_____ Fax: _____
_____ E-mail: _____
_____ Cell: _____

Introduction / Covering letter stating some background and what you are applying for

Copies of the following documents (if applicable / where available – statement on why not):

Identity Document or all used pages of Passport. Country of origin: _____

Spouse's Identity Document (recent) or Passport. Country of origin: _____

Marriage Certificate - Date of Marriage: _____

Qualifications (Include English translation)

Proof of verification of qualification(s)

Proof of foreign professional registration status (English translation)

Curriculum Vitae (Include current fax number, phone number, e-mail and postal address)

South African permanent residence certificate (if applicable)

Previous or current South African work permit (if applicable)

Note: All first-time applicants: The NDOH will secure a job offer on your behalf from State Sector Employers. The Department prioritise areas of need.

Latest salary slip, if employed

Current employment contract, if signed already

Service Certificates / Reference Letters

You may fax the documents to the Foreign Workforce Management Program at **012-312-0535** or post to Private Bag X828, Room 2608 CIVITAS, Pretoria, 0001. **Please include this page with the other documents.** Please allow three to four weeks for the processing of your application. TO PURSUE, TEL: 012-3120722 / 0721 / 0739

Signature (applicant)

Date

Benefits of registration with the HPCSA

All individuals who practise any of the healthcare professions incorporated in the scope of the HPCSA are obliged by the Health Professions Act, 1974 to register with the council, such that failure to do so constitutes a criminal offence.

More importantly, registration with HPCSA offers you, the healthcare practitioner, several substantial benefits including

- ▪ Conferral of professional status to the practitioner, inclusive of the right to practice the profession that he/she is qualified for;
- ▪ The assurance that no unqualified person may practice these professions; and
- ▪ Credibility as a competent practitioner who may command a reward for his/her services.

What do the registration and annual fees cover?

The fees received by HPCSA from registered healthcare professionals are used to cover the costs of

- Running the Professional Boards under the Council's jurisdiction;
- Running the HPCSA; and
- Administering the professions registered with HPCSA in terms of registration, maintaining standards of education and training as well as maintaining fair standards of professional practice.

Revised: 23 April 2004 by
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National Health, PRETORIA