



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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www.kznhealth.gov.za

DIRECTORATE:
Human Resource Management Services
Recruitment and Selection

Reference : HRM 7/1/2
Enquiries : Mr A Memela
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20 DECEMBER 2024

**TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS**

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No.N06/2024

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured 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) Comprehensive CV (with detailed experience).
 - (c) Copies of Qualification, Registration Certificate with HPCSA and drivers licence need not be submitted when applying for employment.
 - (d) The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
 2. The Reference Number must be indicated in the column provided on the form Z.83.
- NB:
- (a) Failure to comply with the above instructions, faxed and e-mailed application will disqualify the applicants. Faxed and e-mailed applications will **NOT** be accepted.
 - (b) **The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**
3. Competency assessment and reference checking will be done as part of the selection process. (If applicable)

5. Further, it will be required from the respective successful candidates to enter into a permanent employment contract and a Performance Agreement with his/her immediate supervisor.
6. **Persons with disabilities should feel free to apply for any of the posts.**
7. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
8. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE FOR APPLICATION IS 10 JANUARY 2025

**HEAD OF DEPARTMENT: HEALTH
KWAZULU-NATAL**

DEPARTMENT OF HEALTH: KWAZULU-NATAL

(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: Applications must be submitted on the prescribed 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 Reference 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.** Faxed and e-mailed applications will **NOT** be accepted. Persons with disabilities should feel free to apply for the post. **The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).** Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

POST : PROFESSIONAL NURSE: GENERAL NURSING (x1 POST): REFERENCE NO. N40/2024

CENTRE : HARRY GWALA DISTRICT

Grade 1: R307 473.00 per annum, Experience: No experience required.

Grade 2: R375 480.00 per annum

Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

Grade 3: R451 533.00 per annum

Experience: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

MINIMUM REQUIREMENTS:

- Grade 12 Certificate
- Degree/Diploma in General Nursing plus
- Current registration with SANC as General Nurse

KNOWLEDGE, SKILLS, TRAINING, COMPETENCIES REQUIRED:

- Knowledge of Public Service Policies, Acts and Regulations.
- Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills
- Ability to function within a team.
- Knowledge of Batho Pele principles and patients' rights charter

KEY PERFORMANCE AREAS:-

- Provision of quality nursing care through the implementation of standards.
- To develop and ensure implementation of nursing care plans.
- To participate in quality improvement programmes and clinical audit
- To uphold Batho Pele and patients rights charter principles.
- Maintain accurate and complete patient records according to legal requirements.
- Participate in staff, student and patient teaching.
- Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures.

POST : DATA CAPTURER: (1 POST): REFERENCE NO. G74/2024

SALARY : R183 279.00 per annum

CENTRE : HARRY GWALA DISTRICT

REQUIREMENTS FOR POST:

MINIMUM EDUCATION AND TRAINING

- NQF level 4 or 5/Senior Certificate/Grade 12/Standard 10/or equivalent

MINIMUM RELEVANT EXPERIENCE

- No previous experience required
- Experience in using Tier.net, WebDHIS would be an added advantage

RECOMMENDATIONS:

- Unendorsed valid Code B driver's licence (Code 08)
- Be computer literate with a proficiency in MS Office Software Applications.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED: -

- Knowledge of applicable computer software/applications, e.g. MSWord and MExcel
- Knowledge of applicable policies and tools
- Knowledge of clerical and administrative procedures
- Knowledge and understanding of the legislative frameworks governing the Public Service.
- Knowledge of storage and retrieval procedures in terms of the working environment
- Planning and organising
- Prioritising skills
- Information collection and management
- Problem solving
- Analytical skills
- Attention to detail
- Accurate keyboard skills
- Spelling and grammar skills
- Computer skills
- Data capturing skills
- Decision making skills
- Communication skills
- Report writing skills
- Multi-tasking skills
- Typing skills and finger dexterity
- Mathematical skills
- Good record keeping and administrative skills

KEY PERFORMANCE AREAS: -

Undertake timely and accurate capturing of data

- Receive documents for data capturing
- Prepare, compile and sort documents for data capturing
- Organise paperwork after entering data to ensure it is not lost
- Capture data from available records into the required formats, e.g. database, tables, spreadsheets
- Combine and rearrange data from source documents where required
- Import and export data between different databases
- Capture data for monthly and quarterly reports on all relevant electronic systems, e.g. WebDHIS
- Capture Antenatal HIV survey data on DHIS
- Populate standard monthly and quarterly reports with data obtained from WebDHIS that is relevant to the Institution

Verify the integrity of data

- Analyse and verify the integrity of data received by comparing previously submitted reports and statistics and with source documents
- Ensure that all sections have submitted data on a monthly and quarterly basis

- Monitor the completeness of WebDHIS data from the sections to ensure that all data elements are reported on
- Check the accuracy of data and correct incorrect data where necessary
- Check and query missing information and errors observed during data entry
- Obtain further information for incomplete documents

Provide support to end-users

- Compile monthly and quarterly reports
- Distribute reports to the relevant managers in the institution
- Follow-up on the submission of information from the various sections
- Submit the reporting template to Districts for monthly and quarterly reporting
- Submit Tier.Net progress reports to the District Office on a monthly basis
- Provide technical support to the managers at the institution on data systems (excluding IT support)
- Retrieve data from the databases or electronic files as requested
- Liaise with different units to collect data and information in the correct formats and within agreed timeframes
- Provide guidance to stakeholders on the data to be collected
- Attend data-related meetings and give feedback to the management team

Secure captured information in accordance with system specifications and protocols

- Perform regular backups to ensure data preservation
- Update registers and statistics on a regular basis and delete unnecessary files
- Ensure records and files are properly maintained, sorted and secured
- Store completed documents in designated locations
- Maintain registers or records of activities and tasks
- Comply with data integrity and security policies

POST : ADMINISTRATION CLERK: (x1 POST): REFERENCE NO. G75/2024

SALARY : R216 417.00 per annum

CENTRE : HARRY GWALA DISTRICT

MINIMUM REQUIREMENTS:

- Grade 12 or equivalent, as recognised by SAQA.
- Senior Certificate

KNOWLEDGE, SKILLS, TRAINING, COMPETENCIES REQUIRED:-The incumbents of these posts will report to the Office Administrator: and will be responsible to provide administrative support and service to enable effective and efficient service within the unit. The ideal candidates must have.

- Knowledge of general administrative and filing procedures
- Basic knowledge of dental equipment
- Having knowledge of the legislative and policy framework informing the area of operation
- Computer literate
- Have the ability to correctly capture information in writing (professional submissions and reports)
- Organizational and time management skills, enabling timeous availability of data
- Have excellent inter-personal and communication skills (both verbal and written)

KEY PERFORMANCE AREAS: -

- Provide patient administrative support services e.g. registration and filing of patient records
- Deal with appointments for Oral Hygienist and theatre maxilla facial procedures
- Update inventory of Dental equipment
- Order consumables, cleaning agents and stationery for the Dental Clinic
- Communicate all Dental Services offered by the Clinic to the public and patients

- Render personnel administration clerical support within the unit. Provide financial administration support services within the unit
- Implement and maintain office processes and ensure professional assistance and advice when delivering services to clients of the unit

All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the Interview.

Competency and a battery of assessments and reference checking will be done as part of the selection process.

Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details.

Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address

HeadOffice.HRJobApplication@kznhealth.gov.za

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs .

ALL APPLICATIONS SHOULD BE FORWARDED TO:- The Chief Director, Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 **OR** Hand Delivered to : 330 Langalibalele Street, Natalia Building, **REGISTRY**, Minus 1: 1 North Tower.