



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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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. N08/2024

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.
 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, will disqualify the applicants.
 - (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 : FACILITY INFORMATION OFFICER (LEVEL 7): (x1 POST): REFERENCE NO.G76/2024

SALARY : R308 154.00 – R326 994.00 per annum

CENTRE : UMZINYATHI HEALTH DISTRICT

APPOINTMENT REQUIREMENT: - •A Senior Certificate (grade 12) or equivalent. • National Diploma /Degree in Information Technology/ management Information Systems/ Statistics/ Computer Science. • Valid Driver's License (Minimum Code EB)

RECOMMENDATIONS:

- Computer literacy MS Word, MS Excel, MS Power Point & Ms Outlook. Proof must be provided.
- A minimum of 1-year experience in Routine Health Information System (Anti-Retroviral Therapy-(ART) TIER.NET/ District Health Information System (DHIS)/ Electronic TB Register (ETR.HPRS) would be an added advantage.

KEY PERFORMANCE AREAS:

- Roll Out (install) TB/HIV Information System & HPRS (ART, TIER, NET) in Health Facilities within districts.
- Conduct training on routine Health Information System (ART TIER.Net/ EDR Web, DHIS & HPRS).
- Maintain and provide technical support to all routine Health Information System (ART TIER.NET/ ETR.Net District Information System(DHIS) / Electronic Drug Resistant(EDR Web)
- Ensure accurate, consistent and timeous reporting of HEALTH programmes data from all facilities within the District.
- Co-ordinate the collection of routine and non-routine data inclusive of surveys.
- Populate template for programmes reporting.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Strong Communication Skills
- In Depth Knowledge and skills in Information Systems and Data Management
- The ability to compile meaningful presentations and/ or graphic presentation of statistics and to compare to strategic objectives with reported results
- High level of accuracy
- Technical knowledge in the Information technology Environment
- Ability to work under pressure and meet tight deadlines

POST : CLINICAL NURSE PRACTITIONER: (x3 POSTS): REFERENCE NO. N45 /2024

SALARY : GRADE 1: R451 533.00 per annum, PLUS 8% Rural Allowance 13th cheque, Medical Aid (optional), And Housing Allowance

: GRADE 2: R553 545.00 per annum

CENTRE : UMZINYATHI HEALTH DISTRICT

APPOINTMENT REQUIREMENT:

- Degree/Diploma in General Nursing **PLUS** 1 year post basic qualification in PHC.
- Registration with South African Nursing Council as a General Nurse, as a Primary Health Care Nurse.
- Current SANC Receipt 2024.
- A minimum of 14 years appropriate/recognisable experience as a General Nurse.
- Driver's license code 10 (C1) with PDP

GRADE1

Experience: A minimum of 4 years appropriate/recognized experience as a General Nurse and 1 year in the Specialty (Primary Health Care).

GRADE 2

Experience: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the Specialty after obtaining the one year post basic qualification in the relevant Specialty (Primary Health Care)

KEY PERFORMANCE AREAS:

- Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for primary health care facility.
- Render Comprehensive PHC Outreach Service as per Core Package by taking services near to the community
- Identify grey areas and be prepared to render services to such areas.
- Able to plan and organize own work and that of support personnel to ensure proper nursing care.
- Work as part of the multi-disciplinary team to ensure good nursing care to primary health care level.
- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, racial or religious differences.
- Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Demonstrate understanding of nursing legislation and related and ethical nursing practice within Primary health care environment.
- Demonstrate a basic understanding of HR and financial policies and practices.
- Good communication skills
- Good interpersonal skills

POST : CLINICAL PROGRAMME COORDINATOR: (x1 POST): REFERENCE NO. N46/2024

SALARY : GRADE 1: R520 560.00 per annum

CENTRE : UMZINYATHI HEALTH DISTRICT

APPOINTMENT REQUIREMENT: •Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse PLUS
•Current registration with South African Nursing Council (SANC). •Minimum of Seven (7) years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing

NB: 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.

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:

Through knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as:

- Nursing Act
- Health Act Occupational Health and Safety Act
- Patient Rights Charter Batho Pele principles etc.
- Skills Development Act
- Public Service Regulations
- Labour Relations Act
- Disciplinary Code and Procedure
- Grievance Procedure
- Operational Management Skills
- Good Communication Skills
- Report Writing Skills
- Facilitation Skills
- Co-ordination Skills
- Liaison Skills
- Networking
- Problem Solving Skills
- Information Management
- Planning & Organising skills
- Computer Literacy skills
- People Management
- Conflict Management
- Change Management
- Knowledge Management

KEY PERFORMANCE AREAS: -

Facilitate and oversee the development of operational/business plans to give strategic guidelines:

- Align individual performance to the strategic business objectives as outlined in the component's balance scorecard
- Oversee the development and implementation of policies, directives, acts and regulations

Maintain standards and norms of nursing practice to promote the health status of health care users:

- Utilise the Nursing Act, Regulations, Code of Ethics and Professional Practice of the SANC and the body of scientific knowledge in service rendering.
- Conduct staff meetings to disseminate information such as new developments on policies and guidelines

- Monitoring and evaluation of maintenance of nursing ethos and professionalism
- Respond to queries and questions from relevant structures with regard to complaints of nurses conduct to patients

Manage and utilize resources in accordance with relevant directives and legislation:

Human

- Analyse staffing needs and develop a plan to meet the needs
- Deal with grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline
- Review, explore and utilize opportunities for professional development to enhance professional knowledge
- Contribute to the education and professional development of student and colleagues
- Initiate the recruitment and retention of competent nursing personnel
- Manage and monitor the implementation of the PMDS
- Facilitate training and development of nursing professionals and ensure capacity and development of staff
- Ensure delegation of activities commensurate with the abilities and scope of practice of other nurse practitioners
- Manage and monitor the implementation of a duty roster, leave schedules and attendance registers

Financial and Physical Resources

- Formulate and manage the component's budget against its strategic objectives and ensure proper utilization thereof
- Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure
- Ensure that spending is maximized in line with strategic objectives
- Monitor memorandums of understanding, service level agreements and expenditure review

Physical and material

- Initiate and identify ways of containing health care costs without compromising standards
- Monitor and report on the utilization of physical equipment
- Manage and control material resources and assets

Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes:

- Ensure the identification and outlining of objectives for the plan of care taking into consideration the capacity of clients
- Facilitate the auditing of clinical records by analyzing data.

Develop and implement quality assurance programmes, guidelines, protocols, norms and standards:

- Ensure the implementation of standards of practice and activities for patient care
- Participate in policy development and facilitate stakeholder participation to ensure that health care user's needs receiving attention
- Advocate for the rights of clients in the health care system

Utilise information technology (IT) and other management information systems to manage information for the enhancement of service delivery:

- Maintain the quality of data and information in documentary and electronic systems
- Evaluate the content of minimum program data sets and utilize it to compare interventions and outcomes

Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care.

- Develop good working relationships within the department and with stakeholders
- Participate with members of the health team in decision-making pertaining to health care delivery

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POST : **ADMINISTRATION CLERK: (x1 POST): REFERENCE NO. G77/2024**

SALARY : R216 417.00 per annum

CENTRE : **UMZINYATHI HEALTH DISTRICT**

MINIMUM REQUIREMENTS:

- Grade 12 or equivalent, as recognised by SAQA

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 unite. 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 unite
- 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.