



RE-ADVERTIZEMENT: VACANCY CIRCULAR 34/2023 Date: 01.02. 2024

POST : Assistant Director: Human Resource Management (Level 9)
REFERENCE : CJMH 34/2023
CENTR : Charles Johnson Memorial Hospital
NO OF POSTS : 01
SALARY : R 424 104.00 – R 508 692.00 per annum
OTHER BENEFITS : 13th Cheque, Medical Aid (Optional) Home Owner Allowance,
(Employee must meet the prescribed requirements)

MINIMUM REQUIREMENTS:

- Senior Certificate / Grade 12
- A National Diploma / Degree as recognized by SAQA in Human Resource Management /Public Management or Industrial Relations.
- A minimum of 3-5 years supervisory experience in Human Resource Management.
- Proof of working experience endorsed by Human Resource Department (Certificate of Service)
- Computer literacy

RECOMMENDATIONS

- Unendorsed valid Code B drivers licence.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES:

- Strategic and operational planning skills.
- Broad knowledge of HR Practices/HR Development and planning, Employee Relations and Employee Health and Wellness programme.
- Excellent management, facilitation, communication and interpersonal skills.
- Expert knowledge of legislative and policy framework informing the areas of operation.
- Ability to prioritize the issues and other work related matters in order to comply with tight deadlines.
- Extensive knowledge personnel and salary systems (PERSAL), MS Packages and applications thereof.

KEY PERFORMANCE AREAS

- Manage Human Resource Planning, Development and EPMDS in support of service delivery imperatives.
- Manage Human Resource Provisioning and Practices in line with prevailing legislation prescripts and policies.
- Manage development, implementation and monitoring of Human Resource Risk Management Plan in order to mitigate and eliminate risks.
- Manage Labour Relations matters to ensure effective employment relations employee productivity, safety and morale.
- Develop and implement effective HR Policies within guidelines set by provincial health department.
- Supervise and manage Human Resource staff.
- Ensure adequate availability and efficient utilization of staff.
- Provide Human Resource Management services in line with the requirements of the National Core Standards.
- Set out the framework for job descriptions for all staff.
- Advise managers on all aspects of HR Management, organisational and staffing structures and reporting arrangements.

NB: This post was advertised before, those who applied may feel free to re-apply.



Private Bag x 5503, Nqutu, 3135
Lot 92, Hlubi Street, Nqutu, 3135
Tel: (034) 271 6526. Fax: (034) 2710032
E-mail: Zanele.zwane@kznhealth.gov.za

CHARLES JOHNSON MEMORIAL HOSPITAL

DIRECTION TO CANDIDATES

The contents of this circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay, including those in all region/ district offices. Institution must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal places of work.

The following document must be submitted:

1. Application for Employment (Form Z83), which is obtainable at any Government Institution: Department OR from the website- www.kznhealth.gov.za
Only form Z83 and Curriculum Vitae must be submitted .
Shortlisted candidate only should submit Certified copies of highest educational qualification – not copies of certified copies.
Proof of current and previous experience in Human Resource endorsed by Human Resource Manager must also be submitted.
2. The reference number must be indicated in the application letter.
3. The post applied for must be indicated clearly in the relevant section on the application form
4. Please note that due to the large number we envisage to receive only shortlisted applicants will be contacted, if you do not hear from us within three months after the closing date please accept that your application was unsuccessful.
5. People with disability should feel free to apply.
6. Please note that due to financial constraints S & T and Resettlement claims will not be considered for be payment to candidates that are invited for the interview and those offered employment to candidates that are invited for interview.
7. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credits records citizenship), and verification of Educational Qualification by SAQA. (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department)

Enquiries : Mr Khumalo BR

Telephone: 034 271 6402

ALL APPLICATIONS SHOULD BE E-

MAILED TO: Zanele.zwane@kznhealth.gov.za

OR HAND DELIVERED TO: **Attention:** Chief Executive Officer
C.J.M. Hospital
Private Bag x5503
Nqutu
3135

Closing Date: 09 February 2024

Original Signed by:

Mr B.R Khumalo