



**KWAZULU-NATAL PROVINCE**

HEALTH  
REPUBLIC OF SOUTH AFRICA

Dr Pixley Ka Isaka Seme Memorial Hospital  
Private Bag X 11, KwaMashu, 4360  
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Office of the Acting Deputy Director  
Human Resources Management Services

Reference : HRM 7/1/2  
Enquiries : Dr JM Mthethwa  
Telephone : (031) 530 1425

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

### **VACANCIES IN THE DEPARTMENT OF HEALTH**

#### **CIRCULAR MINUTE No. DPKISMH 16/2022**

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 **New** version), which is obtainable at any Government Department **OR** from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za).
  - (b) Curriculum Vitae, certified copies of identity document, highest educational qualifications and professional registration certificates - not copies of certified copies.
2. The Reference Number must be indicated in the column provided on the form Z.83.
3. **Persons with disabilities should feel free to apply for the post.**

**NB:** (a) Failure to comply with the above instructions will disqualify 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).**

4. 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.
5. 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.

**(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.)**

***Please note that due to financial constraints this institution will not reimburse candidates for S & T claims for attending interviews.***

**CLOSING DATE FOR APPLICATIONS IS 27 MAY 2022**

*Original signed and available on request*

**CEO: DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**

**KWAZULU-NATAL**

**DATE: 13/05/2022**

## 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 **NEW** 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 (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply

**POST : DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT (LEVEL 11)**  
**NO. OF POSTS : 01**  
**REFERENCE NO. : DPKISMH 20/2022**  
**SALARY NOTCH : R 744 255.00 per annum (All-inclusive salary package)**

### **MINIMUM REQUIREMENTS**

- Senior Certificate
- Degree/National Diploma in Human Sciences related field **Plus**
- Five years' managerial experience in Human Resource Management
- Unendorsed valid Code B drivers licence.
- Certificate of Service and proof of work experience from previous and current employer endorsed and stamped by HR must be attached.

### **RECOMMENDATION(S)**

Computer certificate: Ms Software Application i.e. Ms Word, Excel, PowerPoint and Outlook.

### **KNOWLEDGE, SKILLS, COMPETENCIES REQUIRED**

- 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 work in a multi-disciplinary team at a senior management level.
- 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 the provincial health department.
- Supervise and manage Human Resource staff.

**CLOSING DATE: 27 MAY 2022**

**ALL APPLICATIONS SHOULD BE FORWARDED TO:**

**The Acting Deputy Director: Human Resources  
Dr Pixley Ka Isaka Seme Memorial Hospital  
Private Bag X11  
KwaMashu  
4360**

**OR**

**Hand delivered to 310 Bhejane Street (Hospital Gate number 3)  
KwaMashu**