



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Human Resource

Private Bag X322, PAULPIETERSBURG, 3180

Edumbe Community Health Centre, 463 Edumbe Main Street Location

Tel: 034 995 8500 Fax: 034 995 8511 Email: philisiwe.mdlalose@kznhealth.gov.za

Enquiries: Mrs. E.P. Mdlalose

Date : 21 December 2021

**TO HEADS OF ALL INSTITUTIONS
VACANCIES IN THE DEPARTMENT OF HEALTH
CIRCULAR MINUTES**

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

DIRECTION TO CANDIDATES:-

1. The following documents must be submitted:

- a) New Application for Employment Form (Form Z83 effective from 01/01/2021) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za.
- b) Certified copies of highest education qualifications – not copies of certified copies.
- c) Curriculum Vitae
- d) Certified copy of Driver's license – if required
- e) Certified copy of Identity Document

2. The post reference number must be indicated in the column provided on the Z83 form
e.g. Ref Number ED 29/2005

3. **Failure to comply with the above instructions will disqualify applicants.**

a. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the Department)

b. Appointments are subject to positive outcome obtained from the state security agency (SSA) to the following (Security Clearance (Vetting), Criminal Clearance, Credits records, citizenship) verification of Education Qualification 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 South African Qualification Authority (SAQA) to their applications. Non- RSA Citizens / Permanent Residence/ Work Permit holders must submit documentary proof together with their applications.**

CLOSING DATE FOR APPLICATIONS IS **07 January 2022**

PLEASE FORWARD APPLICATIONS TO: THE HUMAN RESOURCE DEPARTMENT, EDUMBE CHC, Private Bag X 322, Paulpietersburg, 3180 or HAND DELIVER AT: THE HUMAN RESOURCE DEPARTMENT, EDUMBE CHC, Stand No.463, eDumbe Main Street, Paulpietersburg, 3180.

Original Signed

CEO/Medical Manager
Edumbe Community Health Centre



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

POST : Senior Systems Management Officer
Ref. No. : ED 15/2021
Centre : eDumbe CHC
No of Posts : 01
Notch : R321 543.00 p.a.
Other benefits: 13th cheque, Housing Allowance (employee must meet prescribed requirements, and Medical Aid (optional)).

MINIMUM REQUIREMENTS

- Matric/ Senior Certificate/Grade 12.
- Degree/ Diploma in Public Management or Administration.
- 3-5 years' experience of clerical/administrative in systems component
- Certificate of service of previous and current experience obtainable and endorsed by Human Resource Department.
- Valid driver's license

KNOWLEDGE, SKILLS AND COMPETENCES REQUIRED

- Knowledge of CHC processes and procedures
- Organizational skills
- Decision making skills
- Problem solving skills
- Sound analytical and communication skills
- Co-ordination and liaison skills

KEY PERFORMANCE AREAS

- Check mortuary register regularly to ensure proper maintenance
- Maintain overall control of the following section: Registry/Reprographic Services, Telecommunication Services, Transport Services, Pottering Services, Mortuary Services and Staff Accommodation.
- Ensure that secretarial services are provided at management meetings.
- Provide advice to management and heads of sections on matters relating to administrative support services.
- Monitor staff attendance; identify developmental needs and training of staff.
- Maintain adequate availability and efficient utilization of staff in all sub-sections..
- Provision of staff accommodation.
- Availability of work plans and job description in all systems components
- Supervise staff under systems component and ensure compliance with EPMDS policy.

ENQUIRIES: NG Shabangu Tel: 034 995 8500/66

CLOSING DATE: 07 January 2022