TO: ALL HEADS OF DEPARTMENTS IN THE KZN PROVINCIAL ADMINISTRATION
VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Institution must ensure 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 (Z83), which is available from any Government Department OR the website - www.kznhealth.gov.za
   b) Certified copies of ID document, highest educational qualifications, registration certificates plus proof of current registration. (Not copies of certified copy)
   c) Curriculum Vitae and Identity Document
   d) Faxed applications will not be accepted
2. Reference number must be indicated in the column provided on the Z83 form e.g. EKO05/2020

NB: Failure to comply with the above instructions will result in disqualification of the Applicants
3. Please note that due to the large number of applications we envisage to receive; only shortlisted Applicants will be contacted. If you do not hear from us within 3 months after the closing date please accept that your application was unsuccessful.

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 and persons with disabilities should feel free to apply.

NB: Any appointment is subject to positive outcome from the following:
   i. Security Clearance
   ii. Credit Records
   iii. Qualifications
   iv. Citizenship and previous experience

All applications should be forwarded to: The Human Resource Manager
Ekombe District Hospital
Private Bag X 203
KRANSKOP
3268.

CLOSING DATE FOR ALL APPLICATIONS: 2020/08/07

DR BP ZUNGU
CEO/MEDICAL MANAGER
**POST**: Assistant Director: Human Resource Management  
**NUMBER OF POSTS**: 01  
**INSTITUTION**: Ekombe Hospital  
**REF NO**: EKO 01/2020  
**SALARY**: R 376 596.00 per annum  
**OTHER BENEFITS**: 13th cheque, medical aid (optional) and  
Housing allowance (employee must meet requirements)

**MINIMUM REQUIREMENTS**
- Senior certificate/Grade 12  
- Degree/diploma in Human Resource Management/Public Management/Administration Plus  
- At least 3 – 5 years appropriate supervisory experience in Human Resource component  
- Proof of experience endorsed by Human Resource office/ certificate of service

**KNOWLEDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED**
- Working knowledge of health policies and current public service and health related legislation  
- Broad knowledge and understanding of Human Resource Management  
- Sound knowledge of Human Resource Practices, Staff Relations, Employee Wellness and  
Human Resource Development  
- Ability of strategic planning, execution, monitoring and evaluation  
- Sound knowledge of Persal, Project management and Financial Management  
- Ability to liaise with management  
- Knowledge of EPMDS  
- Computer literacy in word processing and spreadsheet packages  
- High level of information presentation

**KEY PERFORMANCE AREAS:**
- Manage day to day functioning of the human resource management component to ensure that  
high quality human resource management services are provided  
- Oversee HR practices, HR planning and Development, Labour Relations, Occupational Health  
and Employee Wellness  
- Responsible for development, implementation, monitoring and evaluation of Human Resource  
standard operating procedures and guidelines  
- Implement National Core Standards and all other quality improvement initiatives  
- Develop Human Resource Plan for the hospital which includes HR Plan, Employment Equity  
Plan, Operational Plan, Skills Development Plan, Annual In-service Education Plan etc and  
ensure that all stakeholders are represented as the guidelines  
- Maintain functional HR Committees which include Employment Equity Committee, KZNEDT  
Committee, Institutional Management and Labour Committee, Occupational Health and Safety  
Committee and other relevant committees  
- Monitor and control budget allocated to Human resource component and clearing of suspense  
accounts  
- Ensure effective performance management in line with Employee Performance management and  
other relevant prescripts  
- Maintain good/sound labour peace  
- Ensure establishment of fully functional employee health and wellness programmes  
- Timeous submission of statistics, reports, returns and any other information from HR  
- Represent HR in various committees within the institution and at district level

**Enquires**: Dr BP Zungu  
**Telephone**: 035 834 8005  
**Closing Date**: 2020/08/07

**NB: DUE TO FINANCIAL CONSTRAINTS NO S&T WILL BE PAID TO APPLICANTS**