



Reference : HRM 7/1/2  
Enquiries : Miss NS Buthelezi  
Telephone : (033) 395 2896

16 February 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. G02/2024**

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 HR IN DISTRICT OFFICES:**

The Recruitment and Selection process will be done and centralised at Head office. All applications received by District Offices must be submitted to Head Office after the closing date.

**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](http://www.kznhealth.gov.za).
  - (b) Comprehensive CV (with detailed experience).
  - (c) Copies of Qualification, Registration Certificate and drivers licence **must not** be submitted when applying for employment.
  - (d) Applications can also be done through S'Thesha Waya – Waya obtainable on from website – [www.eservices.gov.za](http://www.eservices.gov.za)
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.
  - (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, and 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.

**(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.)**

**CLOSING DATE FOR APPLICATION IS 29 FEBRUARY 2024**

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**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, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post.

**NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will **NOT** be accepted. •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** : **ARTISAN (PRODUCTION): MECHANICAL: GRADE A**

**CLUSTER** : KZN Health Fleet Maintenance

**SALARY** : **R 220 533.00 per annum (OSD)**

**ALL APPLICATIONS SHOULD BE FORWARDED TO:** The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 **OR** Hand Deliver to: 330 Langalibalele Street, Natalia Building, **REGISTRY**, Minus 1:1 North Tower  
**ATTENTION: MISS N.S BUTHELEZI**

DISTRICT	REFERENCE	NO OF POSTS
AMAJUBA	G07/2024	1
ETHEKWINI	G08/2024	2
HARRY GWALA	G09/2024	1
ILEMBE	G10/2024	1
KING CETSHWAYO	G11/2024	1
UGU	G12/2024	1
UMGUNGUNDLOVU	G13/2024	1
UMKHANYAKUDE	G14/2024	1
UMZINYATHI	G15/2024	1
UTHUKELA	G16/2024	1
ZULULAND	G17/2024	1
<b>TOTAL</b>		<b>12</b>

**APPOINTMENT REQUIREMENTS: -**

- Grade 12 Certificate (Matric); **PLUS**
- Appropriate Trade Test Certificate under Manpower Training Act of 1981 as amended; **PLUS**
- Unendorsed valid Code B driver's license (Code 08). **PLUS**
- EC (Code 14) driver's license may be obtained within 12 months from the commencement of duties as an Artisan (Mechanic) with a Professional Driving Permit (PDP)
- 2 Years relevant experience

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED: -**

**The ideal candidate must:**

- Have technical analysis knowledge.
- Have analytical skills.

**KEY PERFORMANCE AREAS: - Job purpose:** *To services, repair and maintain plant, vehicles and machinery.* • Carrying out servicing, fault diagnosing, repair and modification to construction plant equipment including vehicles, cranes, aerial platforms, earthmoving equipment, forklift, compressors, trailer, small plant and standby / emergency generator sets. • Towing and recovery of plant and vehicles, some of which are in areas. • Mentoring of apprentices by guiding them • Completing job cards, time sheets vehicle trips by filling the Job card and time sheet • Safe keeping and correcting utilisation of specialised tools and equipment under his/her control • Ensuring the safe of allocated subordinate by ensuring that safety regulations according to the OSH act as adhered to at all times. • Carrying out on site maintenance and breakdown repairs under hazardous conditions, including minor auto electrical repairs. • Testing of vehicles before and after repairs by physically driving them.

**ALL APPLICATIONS SHOULD BE FORWARDED TO:** The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 **OR** Hand Deliver to: 330 Langalibalele Street, Natalia Building, **REGISTRY**, Minus 1:1 North Tower

**Interested applicants can visit the following website at [www.kznonline.gov.za/kznjobs](http://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](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address [Headoffice.Jobapplication@kznhealth.gov.za](mailto:Headoffice.Jobapplication@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](http://www.kznonline.gov.za/kznjobs).”**

**ENQUIRIES : MR. L.S BANDA : 033 940 2414**

**ATTENTION TO : MISS N.S BUTHELEZI**