



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

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[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

DIRECTORATE:  
Human Resource

Reference : HRM 7/1/2  
Enquiries : Mrs B CShelembe  
Telephone : (033) 395 2694

10 April 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.G07/2024**

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 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.
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) Applications can also be done through S'Thesha-Wa-Waya obtainable on from website- [www.eservices.gov.za](http://www.eservices.gov.za).
  - (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.

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.)**

**CLOSING DATE FOR APPLICATION IS 03 MAY 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. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). 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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).** Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. **Applicants:** Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**POST** : **EMS LECTURER PARAMEDIC (4X POSTS) REFERENCE: G35/2024**

**CLUSTER** : Human Resource Management Services

**CENTRE** : **KZN College Of Emergency Care**

**SALARY** :

- Grade 1: R290 943.00 per annum**  
CCA qualification and registration with HPCSA as a Paramedic (CCA)
- Grade 2: R359 691.00 per annum**  
CCA qualification and registration with HPCSA as a Paramedic plus 7 years' experience after registration as a Paramedic (CCA), OR National Diploma Qualification and registration with HPCSA as a Paramedic.
- Grade 3: R440 904.00 per annum**  
CCA qualification and registration with HPCSA as a Paramedic plus 14 years' experience after registration as a Paramedic, **OR** National Diploma Qualification and registration with HPCSA as a Paramedic **PLUS** 7 years' experience after registration as a Paramedics, **OR** B Tech degree qualification and registration with HPCSA as an ECP.
- Grade 4: R516 2730.00 per annum**

CCA qualification and registration with HPCSA as a Paramedic plus 24 years' experience after registration as a Paramedic, **OR** National Diploma qualification and registration with HPCSA as a Paramedic **PLUS** 17years experience after registration as a Paramedics, **OR** B Tech degree qualification Plus 10 years' experience after registration as an ECP.

**Other Benefits:**

- 13<sup>th</sup> cheque;
- Medical Aid (Optional);
- Housing Allowance: (Employee must meet Prescribed requirements
- 10% lecturing allowance

**REQUIREMENTS FOR THE POSTS:-**

- Critical Care Assistant (CCA) or National Diploma or Degree in Emergency Medical Care and Rescue.
- Current registration with HPCSA as above
- Valid Code 10 driver's license with PRDP.

**RECOMMENDATIONS: -**

- Qualification as Assessor, Facilitator, mentor and/or moderator is advantageous.

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

*The incumbents of these post will report to the Course Coordinator – College of Emergency Care, and will be responsible to manage, co-ordinate and facilitate training at KZNCOEC and at the Districts in order to improve the knowledge and skills of the EMS clinical staff so that they may provide quality health care to all patients and be capacitated for career progression, and as such the ideal candidates must possess knowledge and skills of the following: -*

- Advanced life support, teaching, training and development, health related Acts, relevant public service legislation, management principles, emergency medical rescue operating procedures.
- Presentation skills, leadership, strategic planning, good verbal and written skills, financial management, problem solving, human relations, conflict resolution.
- Computer literacy in MS Office package.
- Knowledge of the: Provincial Health Act 2000, disaster management bill, public service legislation and guidelines including the Public Financial Management Act of 1999 and financial procedures, human resources management, project management, presentation, planning and organisational and good communication skills.

**KEY PERFORMANCE AREAS: -**

- Prepare, present and facilitate lectures and demonstrations to staff at district level and at College of Emergency Care in accordance with rosters set.
- Participate in examinations and pre-course assessments.
- Undertake supervised experiential training with students as part of in service training pre and post course.
- Participate in research and development to enhance training and implement best practices.
- Organize and conduct field trips for practicals.
- Participate in administration associated with student records for District Training.
- Liaise with College of Emergency Care and District management on issues related to District Training.
- Provide reports to the College of Emergency Care when required.

**POST** : **COURSE COORDINATOR: REFERENCE NO. G36/2024**

**CLUSTER** : **Human Resources Management Services**

**CENTRE** : **KZN College of Emergency care**

**REQUIREMENTS FOR THE ABOVE POST:** - •Matric Certificate. **PLUS** •CCA / National diploma / B- Tech in Emergency Medical Care. **PLUS** •Current Registration with HPCSA as a Paramedic / Emergency Care Provider. **PLUS** • 2 years' experience of teaching at a College of Emergency Care after registration as a Paramedic / Emergency Care Provider. **PLUS** Valid Code 10 driver's licence with PrDP.

**RECOMMENDATIONS:** - •Qualification as Assessor, Facilitator, mentor and or moderator is advantageous. •A minimum of two (2) years in a training environment in an accredited training institution.

**SALARY GRADE 3: R508 896.00 per annum (All-inclusive package)**

The appointment to grade 3 requires CCA or National diploma in Emergency Medical Care, registration with HPCSA as a Paramedic plus 3 years' experience after registration as a Paramedic.

**SALARY GRADE 4: R565 179.00 per annum (All-inclusive package)**

The appointment to grade 4 requires B Tech Degree in Emergency Medical Care, registration with HPCSA as an Emergency Care Provider plus 3 years' experience after registration as an Emergency Care Provider.

**Other Benefits:** - •13<sup>th</sup> cheque. •Medical Aid (optional). •Housing Allowance: (Employee must meet prescribed requirements). •10% lecturing allowance.

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:** - The incumbents of this post will report to the Deputy Principal – College of Emergency Care, and will be responsible to manage the relevant department of the KZN EMS College of Emergency Care. The incumbent's duty is to achieve the Colleges goal of producing as many as competent, qualified emergency medical workers as possible. The incumbent is responsible for managing the daily activities of the department, and as such the ideal candidate must possess knowledge and skills of the following: •Advanced life support, teaching, training and development, health related Acts, relevant public service legislation, management principals, emergency medical rescue operating procedures. •Presentation skills, leadership, strategic planning, good verbal and written skills, financial management, problem solving, human relations, conflict resolution. •Computer literacy in MS Office package. •Knowledge of the: Provincial Health Act 2000, disaster management bill, public service legislation and guidelines including Public Financial Management Act of 1999 and financial procedures, human resources management, project management, presentation, planning and organizational and good communication skills.

**KEY PERFORMANCE AREAS:** - •Coordinate all Training rosters for the relevant programme. •Monitor training and education provided by lecturers in order that quality standards are met. •Oversee, coordinate and participate in teaching and examinations. •Ensure all equipment and learning aids are aligned with HPCSA Regulations and sound educational practices through planning and development of learning support. •Ensure that all aspects of the course are aligned with HPCSA Regulations. •Coordination of all theoretical and practical components of the course. •Management of the quality assurance of all aspects of the course. •Liaison and communication with various stake holders of the College, including HPCSA and Local Government and Coordination of experiential learning phase of the course. •Work with learners on road shifts and

inspect/oversee learners on hospital and road practical phase. •Manage formative and summative assessment of learners efficiently and effectively. •Provide reports to the Deputy Principal/ Principal when required. •Must be able to participate in research at the College. •Management of all College staff involved on the relevant course. •Responsible for performance management and Development of subordinates.

**POST LECTURER POST: PART – TIME**

The Lecturers will be required to teach on of the following modules and Lecturing hours to fulfil

**Pharmacology Lecturer (1 Post) REFERENCE NO: G37/2024**

Module Allocation							
Module	Credits	Notional hours	Duration	Semester 16 weeks	=	Additional hours per week	Total per week
Pharmacology	6	60 hours	Semester	60÷16=3.7		1.3 hours	5 hours

**CLUSTER : HUMAN RESOURCE MANAGEMENT SERVICES**

**SALARY : R 206 994**

**CENTRES : KZN College of Emergency Care (Durban)**

***Successful applicants will be appointed on contract basis for the duration stipulated on the contract.***

**MINIMUM REQUIREMENTS OF THE POST :-**

- Senior Certificate (Grade 12) PLUS a Relevant Degree.
- Proof of Registration with the relevant body where applicable.
- At least 2 years relevant teaching / lecturing experience in higher education institution for the subject applied for.

**KNOWLEDGE, SKILLS AND COMPETENCIES**

*The incumbents of these posts will report to the Program Coordinator – College of Emergency Care, and as such the ideal candidates must possess knowledge and skills of the following:-*

- Leadership, strategic planning, good verbal and written skills, financial management, problem solving, human relations, conflict resolution
- Teaching, training and development, Health related Acts, Higher Education related Acts, relevant public service legislation, management principles, emergency medical rescue operating procedures.
- Education and training proficiency in the following:
  - Facilitate learning and teaching at undergraduate level
  - Excellent verbal and written communication skills in English
  - Presentation and facilitation skills
  - Adaptability and the ability to operate in a diverse environment
  - Student focused approach
  - Planning and organising skills
  - Computer literacy and e-learning skills
  - Technical professional knowledge and skills in the discipline and in the core strategic areas.

- Ability to teach relevant subjects
- Strong work ethics
- Ability to work under pressure
- Excellent communication, organizational and interpersonal skills
- Ability to manage groups of learners and deal with challenging behavior on adult training
- Computer Literacy in MS Word, MS Excel and PowerPoint
- Patience, confidence and a compassionate attitude

### **KEY PERFORMANCE AREAS**

- Effective involvement in the development of lesson timetable
- Manage learner attendance records and conduct performance assessment and determination of training needs.
- Lecture specific module outcomes at the level required.
- Ensure quality education and adherence to the Department of Higher Education policies and prescripts.
- Administer subject specific assessments for the purpose of assessing learner competency levels.
- Analyze test data and plans instructional responses for enhancing learner achievement and provide feedback to learners. Counsel and motivate learners for the purpose of improving performance, problem solving techniques and a variety of personal issues.
- Prepare a variety of written materials (lesson plans, progress reports, etc.) and maintain a variety of confidential and non-confidential manual and electronic files and records in accordance with established administrative guidelines and requirements.
- Perform other related duties, as assigned i.e. monitoring learner progress, identifying at risk learners etc.
- Provide after class support to learners

**NB: Successful candidates will be required to sign the employment contract and undergo security clearance.**

**CLOSING DATE : 03 May 2024**

**Enquiries : Mrs. BDG Arends Telephone: 031 203 0900**

**ALL APPLICATIONS SHOULD BE FORWARDED TO:** The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 **OR** Hand delivered to: 330 Langelibalele Street Natalia Building, **REGISTRY**, Minus 1:1 North Tower  
**(Attention: Mrs B C Shelembe)**