



Reference : HRM 7/1/2
Enquiries : Miss NS Buthelezi

05 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.G08/2024

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.
 - (b) A comprehensive CV (with detailed experience).
 - (c) Copies of qualifications and driver's license **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) 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. Competency assessment and reference checking will be done as part of the selection process. (If applicable).

DPSA NOTE: “All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competency assessment (in compliance with the DPSA Directive on implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools”

5. The inclusive remuneration packages indicated on all the enclosed advertised posts consist of basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of the applicable rules.
6. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor.
7. 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.
8. 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 APPLICATIONS IS 26 APRIL 2024

**HEAD: DEPARTMENT OF HEALTH
KWAZULU-NATAL**



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

(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.)

DISTRICT DIRECTOR: LEVEL 13

King Cetshwayo Health District Office: Reference No. G38/2024

Cluster: District Health Services

Salary Package: R1 057 326.00 per annum

REQUIREMENTS FOR THE ABOVE POST: - • An undergraduate qualification (NQF level 7) in Clinical Health Science; **PLUS** • Current registration with the relevant health professional body; **PLUS** • A minimum of Five (5) years' experience in middle management level with five (5) years in Primary Health Care **or** District Health System. • Proof of exposure/experience in a clinical programmes and hospital management environment including EMS and FPS; **PLUS** • Unendorsed valid driver's license. Computer literacy with proficiency in Microsoft software applications.

RECOMMENDATIONS: - • Post-graduate qualification in Public Health/Master in Business Management. • Project Management.

NB: *All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.*

For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>.

Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED: - •The incumbent of this post will report to the Chief Director: District Health Services: Head Office, and will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within King Cetshwayo (whichever is relevant). The ideal candidates must: •Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. •Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. •Have the ability to develop innovative solutions for complex health and other service delivery management problems.

•Possess strong leadership to-

- ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District;
- provide strategic direction to Institutions;

- mediate processes for the allocation of resources to Institutions;
- build a highly effective and efficient health service delivery team in the District; and
- reason/present/negotiate the case of the District at departmental management and planning fora

•Have the ability to assess and manage the performance of the District Health System and directly supervise staff. •Have the ability to interact effectively and efficiently with a wide range of stakeholders. Have the ability to turn around negative audit findings in the district to be a positive one. Possess a good Knowledge and understanding of universal health coverage •Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralised management model of the department is performing optimally. •Possess knowledge of the governance framework and legislative imperatives set for the area of operation. •Be computer literate with a proficiency in MS Office Software applications.

KEY PERFORMANCE AREAS: - •Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual District Health Services Delivery Plan. •Account in terms of planned initiatives for the delivery of health services in the District. •Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in the District, whilst promoting service delivery equity. •Monitor and evaluate health service delivery within the District, identify high risk areas and facilitate timeous corrective action where required. •Provide transversal clinical support and other support services to Institutions. •Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. •Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring intervention at Provincial level. •Facilitate the process of ensuring universal health access (NHI) for King Cetshwayo Health District. • Accelerate implementation of PHC re–engineering • Provide oversight for reduction and management of the burden of disease for better health outcomes • Accelerate implementation of PHC re-engineering. • Achieve universal health coverage, access to quality health care and safe, effective, quality essential medicines and vaccines for all KZN citizens. • Facilitate compliance to the legislative prescripts including AG, norms and standards, Ideal Hospital framework and Ideal Clinic realisation and maintenance.

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 Langalibalele Street Natalia Building, **REGISTRY**, Minus 1:1 North Tower

Interested applicants can visit the following website at 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 or submit their Z83 and CV directly to the following email address Headoffice.Jobapplication@kznhealth.gov.za.

Applicants may also visit any one of our Designated Online Application Centre’s (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 Centre’s (DOACS) at www.kznonline.gov.za/kznjobs.”

ENQUIRIES: MR J MNDEBELE : 033 395 3274

ATTENTION: MISS N.S BUTHELEZI : 033 395 2896