



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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www.kznhealth.gov.za

DIRECTORATE:
Human Resource Management Services
Recruitment and Selection

Reference : HRM 7/1/2
Enquiries : Mr. A Memela
Telephone : 033 395 2055

Date: 14 March 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. G12/2024

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 APPLICATION IS: 05 APRIL 2024

**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, 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 : **DEPUTY DIRECTOR: ANTIRETROVIRAL THERAPY: LEVEL 11: REFERENCE NO. G41/2024**

CLUSTER : **Strategic Health Programmes**

SALARY : **An all-inclusive salary package of R811 560.00 per annum**

CENTRE : **Head Office: Pietermaritzburg**

- **APPOINTMENT REQUIREMENT:** - •An appropriate B Degree or equivalent qualification (NQF 7) as recognized by SAQA • Appropriate (5 years' experience as an Assistant Director) and Supervisory experience in a Health programme/policy development environment •Unendorsed Valid Code EB driver's Licence (code 8) •Proof of computer literacy

Training Programme: - Nelson Mandela School of Medicine KZN HIV/AIDS Best Practices Training Programme and project management.

KEY PERFORMANCE AREAS:

- Analysis national policy imperatives and facilitate implementation of the ARV programme/protocols with a view to develop/formulate integrated departmental policies to enable Institutions to effectively and efficiently implement the Programme in the management of patients with HIV and AIDS prioritizing population and geographic gaps.
- Develop a comprehensive set of norms and standards that will enable the Department to monitor and evaluate the impact of the ARV Programme on the health status of the population.
- Determine the specific resource needs for Institutions regarding ARV treatment protocols and facilitate processes to enable the MEC and the HOD to unblock such barriers as well as to

mobilize additional support. Mobilize expertise and support to participate in departmental initiatives to strengthen the ARV roll-out and program sustainability.

- Monitor implementation of all related program policies especially community-based program and ART treatment adherence guidelines.
- Facilitate implementation models of quality improvement at all management levels to address identified gaps in policy and practice.
- Ensure efficient utilization of all resources allocated in the ART program at all management levels.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of the treatment of HIV and AIDS, particularly with regard to the use of ARV's is essential.
- An innovative approach to service delivery processes is required.
- Ability to interpret legislation and national policy and translate it into a practical framework for the Province.
- **Competencies:** strategic Capability and Leadership, Client Orientation and Customer Focus, Service Delivery Innovation, Change Management, Problem Solving and Analysis, Knowledge Management, Communication, people management and Empowerment, Programme and Project Management, Financial Knowledge, Honesty and Integrity.

ENQUIRIES: MRS JN NGOZO

TEL: 033 – 395 2586

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 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.”

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: Mr. A Memela)