



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Private Bag X 9051, Pietermaritzburg, 3200
330 Langalibalele Street, Pietermaritzburg, 3201
Tel: 033-395 2055 Fax: 033-3426916
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

03 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. G13/2024

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. 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 **need not** to 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.
 - (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 26 APRIL 2024

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



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

**DIRECTOR:
HAST PROGRAMMES IMPLEMENTATION & MMC, HIV PREVENTION:
LEVEL 13**

Cluster: Strategic Health Programmes: Head Office: Pietermaritzburg

Reference No. G43/2024

Salary Package: An all-inclusive SMS Salary Package of R1 162 200, 00 per annum

REQUIREMENTS OF THE ABOVE POST: -●Matric Certificate (Grade 12) **PLUS** ●An undergraduate qualification (NQF level 7) in Clinical Health Sciences **PLUS** ●Registration with Health Professions Council **PLUS** ●A minimum of 5 years as Deputy Director **PLUS** Extensive (5 – 10 years) experience in HIV, AIDS, TB, STIs **PLUS** ●Valid code EB Driver's License (code 8) **PLUS** ●Computer literacy.

Recommendations:

- Project management certification or equivalent qualification **PLUS**
- Financial management certification/ qualification / accreditation **PLUS**
- Post graduate qualification (Certificate, diploma or degree) in Public Health

NB: 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.

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.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED: -

- Extensive clinical knowledge and experience regarding the management of the HAST diseases within the health service context.
- Knowledge and skills in HIV and STI Prevention, Treatment, Management, Care and Support programme
- Extensive knowledge and skills regarding integrated policy development in a highly complex environment.
- Extensive knowledge of best practices and the ability to customise such practices to suit local needs.
- Specialised knowledge and skills related to the clinical management of TB and HIV collaboration and STI.

- The ability to identify the determinants of the disease falling outside the functional domain of the department and to effectively empower the Principals to leverage corrective action by relevant institutions.
- Extensive Project Management skills.
- Training, facilitation, mentorship, and coordination skills
- Proper Financial and Resource Management
- Negotiation and Problem-solving skills.
- Data analytical, sharing and use skills.
- Basic research skills and or ability to formulate research questions.
- Excellent verbal and written communication skills.

KEY PERFORMANCE AREAS: -

Strategy and System Development:

- To analyze national policy imperatives and other baseline information regarding the management of the various programme with a view to determine department policy gaps and develop an integrated policy framework inclusive of treatment protocols and guidelines.
- Based on the identified “gaps” develop integrated health policies inclusive of treatment protocols, referral arrangements, quality assurance, norms, standards and monitoring arrangements to enable Institutions to effectively and efficiently manage the prevalence of HIV, AIDS, STIs and TB through the primary health care approach.
- Through the co-opting of specialists from all relevant health care disciplines, ensure that prescribed clinical protocols will promote a holistic and integrated approach in the management of HIV, HTS, PMTCT, ART, MMC, HTA, STI, PrEP and Comprehensive condom program.

Programme/ Project Management:

- Based on relevant disease profiles, facilitate processes for the resourcing and allocation of external resources Institutions.
- To oversee and manage the policy development inclusive of processes to secure/manage specialized resources (both internal and external).
- Interact with internal stakeholders (more specifically the General Managers responsible for operational implementation) to facilitate the effective and efficient implementation of intervention strategies and policy within the area of operation.
- Ensure that activities of the Unit are well coordinated and integrated with the objectives of other components of the Cluster.

Technical Advice and Support:

- Provide technical advice to the Principals on policy matters and develop innovative policy solutions related to the area of operation.
- Represent the Department in technical for a (both national and provincial) responsible for the development of a comprehensive response to HIV, HTS, PMTCT, ART, MMC, HTA, STI, PrEP and Comprehensive condom program.
- Provide technical advice to the Department on strategy and policy matters and policy solutions related to the area of operation.
- Provide technical input during national policy design phases with the development of well-defined departmental mandates, enabling the Principals to effectively and efficiently participate in the operations of the National and Provincial Health Councils.

Monitoring and Evaluation:

- Monitoring and evaluate the overall performance of the policy component with a view to identify implementation barriers created by strategy and policy imperatives and where appropriate coordinates and manage processes to unblock the identified barriers.
- Monitor and evaluate the delivery of programmes throughout the province and ensure that strategic goals and objectives are being.
- Monitor efficient distribution and use of resources allocated to the Unit and Programme delivery.

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)**