



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

**Date: 27 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. G15/2024**

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](http://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: 19 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: TUBERCULOSIS/ DRUG RESISTANT TUBERCULOSIS: LEVEL 11: REFERENCE NO. G45 /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 Health Science Degree or Diploma (NQF 7) as recognized by SAQA • Appropriate (3 - 5 years') experience in a Clinical Management Environment  
Appropriate supervisory experience in HAST programme / policy development environment •Unendorsed Valid Code EB driver's License (code 8) •Proof of computer literacy

### **KEY PERFORMANCE AREAS:**

- Monitor implementation of finding missing TB cases strategy by Analysing performance against set target.
- Provide feedback on identified gap and coordinate support visits to Districts with gaps.
- Coordinates linkage to care of all TB positives patients including RR monthly and quarterly by ensuring that all districts receive NHLS alerts, analyses NHLS results against registered patients and follow up.
- Review district performance on outcomes (interim and final TB/HIV integration, against the set target by conducting Desktop data analysis, identify gaps and coordinate support visits and training to bridge the Gap.
- Give feedback reports to Districts on strength and challenges identified.

- Develop standardized tool for monitoring and reporting on vacant, filling and allocating of TB Grant HR resources.
- Develop a detailed SOP/ Guide on compilation of Quarterly National TB Control Program (NTCP) Report.
- Revise and finalize Drug Resistant Mortality Audit Tool.
- Facilitate updating of referral pathways per District according to new Decentralization plan.
- Facilitate and conduct Clinical reviews to ensure adherence to protocols.
- Coordinates DRTB and DSTB Clinical trainings and updates according to identified training needs.
- Coordinates community management of DRTB clinicians and Outreach Teams.
- Coordinates Electronic Drug Resistant TB WEB (EDRWEB) training and updates.
- Assist with the coordination of quarterly TB/DR stakeholders and Provincial Technical advisory meetings.
- Identify together with Districts policy barriers.
- Link Districts with relevant stakeholders to find innovation solutions.
- Liaise with Districts to assist with the linking of community based services in the TBCB.
- Monitor implementation of the resolutions.
- Monitor correct implementation of suspect register during facility visits
- Convene TBCP quarterly meetings to monitor and provide feedback on programme management.
- Compile and submit Quarterly and annual Performance Progress and Dora reports timeously.
- Compile and submit Quarterly NTCP report to NDOH on set submission dates.

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

- Specialized knowledge and skills related to the clinical management of TB/HIV.
- Specialized knowledge and skills of Multi and X-Treme-Drug Resistance TB
- Integrated policy development within a complex multi-disciplinary environment.
- Extensive knowledge and experience in the Coordination of Tuberculosis and HIV services.

**ENQUIRIES: MRS JN NGOZO**

**TEL: 033 – 395 2586**

**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).”**

**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)****