TO HEADS OF ALL INSTITUTION
VACANCIES – DEPARTMENT OF HEALTH

The contents of this Circular Minutes must be brought to the notice of all eligible officers and employee on your establishment without delay. Also notify all candidates who qualify for the posts in the circular minute even if they are absent from their place of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted :-
   a) Application for employment form (Z83) or an application letter with the reference number on the advert, which is obtainable at any Government Department or from website – www.kznhealth.gov.za
   b) Certified copies of educational qualification and not copies of certified copies and certified copy of an ID
   c) Curriculum Vitae
   d) Applications must be submitted on or before the closing date.

2. The reference number must be indicated in the column provided on the form Z83 e.g. HLE 7/2020

   NB: Failure to comply with the above instruction will disqualify applicants.

3. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful,

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. Persons with disabilities should feel free to apply for the post.

PLEASE FORWARD APPLICATIONS TO: HLENGISIZWE CHC
P.O BOX 545
HAMMERSDALE 3700

HAND DELIVERED TO: HLENGISIZWE CHC
UNIT 6 SIBISI ROAD
MPUMALANGA T/SHP
HAMMERSDALE 3700

ATTENTION: HR SECTION

CHC MANAGER SIGNATURE

CLOSING DATE FOR APPLICANTS: 2020/05/08
JOB TITLE: CLINIC COMMITTEE MEMBERS

INSTITUTION/FACILITY: MPUMALANGA CLINIC

REFERENCE: HLE 08/2020

WARD: ONLY PEOPLE FROM THIS WARD MUST APPLY

RENUMERATION: PLEASE NOTE THAT THIS IS NOT AN EMPLOYMENT OPPORTUNITY BUT A VOLUNTARY SERVICE

MINIMUM REQUIREMENTS

- Minimum education Abet and above
- Detailed Curriculum Vitae
- Members should be from the Outer West of EThekwini and be from the Catchments that are served by Mpumalanga Clinic
- Any person with a good standing in the community – proof to be provided
- Persons not employed by the department of KZN health
- Person not receiving remuneration from the department of KZN Health.
- Person with legal, religious, financial and health background is highly recommended
- Members should be from Mpumalanga area served by the Mpumalanga Clinic
- Local government councillors

THE FOLLOWING PEOPLE ARE ENCOURAGED TO APPLY

- Youth male or female (18-35 years of age)
- Person with disability (male or female)
- An elderly person (male or female)
- NGO members
- Community based Care giver (male or Female)

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Good interpersonal relationship
- Good communication skills
- Problem solving skills
KEY PERFORMANCE AREAS

- To act as a link between management, staff, clients and the community in the clinic catchment area.
- To become acquainted with the services and operations of the clinic
- Provide support and practical input into annual plans for the PHC clinics services, projects and other interventions
- To deal with complaints lodged by the community according to the departments’ protocol.
- To liaise with organisations with a view of assisting clients, community and staff in e.g. elderly abuse, teenage pregnancy etc. to ensure a community response, using community strengths and decisions for community action.
- Strengthen the relationship between the clinic stakeholders within its catchment area with Amakhosi, Izinduna, Izinyanga and Ward Counsellor
- Make representation for equitable access to services of the clinic
- Assist in planning social mobilization around health issues, especially for campaigns, community based studies/research, and other health interventions
- Ensure that all sensitive transactions deliberated at the committee meetings shall be treated as confidential.
- The Committee shall report or make recommendations to the Provincial Minister of Health or Head of Department, as the case may be concerning any other matter which was specifically referred to the Board by the Minister of Health or/Head of Department.

ENQUIRIES: Mrs. P. Sosibo – Operational Manager TEL.: 031 7720078

A DETAILED CV MUST BE HAND DELIVERED OR POSTED TO:

ATTENTION: HUMAN RESOURCE SECTION

Hlengisizwe CHC Hlengisizwe CHC
Unit 6 Sibisi Road P.O. Box 545
Mpumalanga Town Ship Hammersdale
Hammersdale 3700
3700

CLOSING DATE: 2020/05/08

Original signed by CEO: ________________________________