



**KWAZULU-NATAL PROVINCE**

HEALTH  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE:**

ILEMBE HEALTH DISTRICT OFFICE

Human Resource Department

1 King Shaka Street, King Shaka Centre 2<sup>nd</sup> & 3<sup>rd</sup> Floors

Tel: 032 437 3500 Fax: 032 552 1878

email: [jabu.mhlongo@kznhealth.gov.za](mailto:jabu.mhlongo@kznhealth.gov.za)

**ENQUIRIES: MS TM BANDA  
TELEPHONE: 032 - 4373500**

## **VACANCIES IN THE DEPARTMENT OF HEALTH**

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](http://www.kznhealth.gov.za).

(b) Copies of identity document, driver's license, highest educational qualifications and professional registration.

(c) Updated comprehensive Curriculum Vitae

(d) Applications must be submitted **on or before the closing date.**

**NB: The abovementioned documents need not be certified when applying for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview**

2. The Reference Number must be indicated in the column provided on the form Z.83 e.g. ILE/02/2021

**(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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**

3. 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.

**4. Persons with disabilities should feel free to apply for any of the advertised posts.**

5. 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.

6. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)



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7. 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 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**

**Closing date for the Applications:**

**24 DECEMBER 2021**

PLEASE FORWARD APPLICATIONS TO:

ATT: HUMAN RESOURCE DEPARTMENT

The District Director  
ILEMBE Health District Office  
Private Bag x10620  
Kwa Dukuza  
4450

\_\_\_\_\_  
**DISTRICT DIRECTOR  
ILEMBE HEALTH DISTRICT**

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**DATE**

**POST: CLINICAL PROGRAMME CO-ORDINATOR HAST (ART/ CCMT/ HTS)**

**COMPONENT : HIV, AID, STI, ARV& VCT**

**NUMBER OF POSTS : 01**

**REFERENCE NO : ILE/02/2021**

**REMUNERATION : Notch R 444 276.00 pa**

**CENTRE ILEMBE HEALTH DISTRICT OFFICE**

**BENEFITS : 13<sup>th</sup> Cheque, home owner's allowance, and Medical aid optional  
[Employee must meet prescribed conditions]**

**MINIMUM REQUIREMENTS GR 1:**

- Grade 12 (Senior certificate) Standard 10/or ( Vocational National Certificate)
- Degree / Diploma in General Nursing &Midwifery
- Current registration with SANC as General Nurse
- A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse.
- Valid Driver's License – Code 8

**RECOMMENDATIONS**

- Supervision and management in a HAST unit
- NIMART training
- Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint)

**Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached**

**KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED**

- Report writing abilities.
- Financial management skills.
- Empathy and counseling skills
- Strong interpersonal, communication and presentation skills.
- Project management skills.
- Ability to make independent decisions.
- An understanding of the challenges facing the public health sector.
- Ability to translate transformation objectives into practical plans.
- Ability to prioritize issues and other work related matters and to comply with time frames.
- Proven initiative, decisiveness and the ability to acquire new knowledge swiftly.
- Computer literacy with a proficiency in MS Office Software applications

**KEY RESPONSIBILITIES**

- Ensure that clinical audits are conducted a Sub-District level.
- Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care.
- Ensure that an orientation and induction programme is in place for newly appointed midwives.
- Ensure Programme integration into Sukuma Sakhe Objectives.
- Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers.

- Ensure HAST Programmes implementation (ART/ CCMT/ HTS/ TB and HIV integration in the district
- Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialists.
- Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies.
- Participate in the formulation of the District HAST operational and business plans
- Monitor budget allocated for ART/CCMT/ HTS
- Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services.
- Facilitate and hold district HAST quarterly meetings
- Support facility and sub- district HAST meetings
- Facilitate and conduct regular meetings with NGOs supporting the programme with the assistance of the HIV and AIDS trainer
- Coordinate trainings and updates for NGOs and Health Care Workers
- Promote preventive and promotive health services through community structures and organizations.
- Work in close collaboration with other stakeholders to implement the HAST programme.
- Ensure implementation and monitoring of integrated TB and HIV information systems in the district.
- Support implementation of COVID 19 management activities.

**ENQUIRIES: MS TM BANDA (Deputy District Director: IDHSD)**

**CONTACT NO : 032 – 437 3500**

**CLOSING DATE : 24 DECEMBER 2021**

**ALL APPLICATIONS SHOULD BE FORWARDED TO:** The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620 KwaDukuza 4450 **OR** Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza 4450