DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:-
   a) Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za
   b) Recently certified copies of highest educational qualification and not copies of certified copies.
   c) Certified I.D Copy
   d) Updated Curriculum Vitae
   e) 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. DARN 02/2019

3. Faxed and Emailed applications will not be considered

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

[B] 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.

[C] The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, CIPC, qualification, citizenship and previous experience employment verifications)

[D] The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

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: 17 APRIL 2020

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

DATE ____________________
POST : CLINICAL PROGRAMME COORDINATOR (CDC) GRADE 1
CENTRE : ILEMBE HEALTH DISTRICT OFFICE
COMPONENT : ILE: COMMUNICABLE DISEASES

NUMBER OF POSTS: 01
REFERENCE : ILE 03/2020
REMUNERATION : Notch R 444 276.00 pa

BENEFITS : 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed conditions]

MINIMUM REQUIREMENTS:
- Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate)
- Degree / Diploma in General Nursing and midwifery,
- Current registration with SANC as General Nurse and midwifery,
- A minimum of 7 years appropriate/recognizable nursing experience after registration as General Nurse.
- Valid Code EB Driver’s license (Code8)
- Computer Literacy : MS Office Software Application

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

Recommendations:
- Diploma in Primary Health Care

N.B: All successful candidates / applicants will be subject to driving competency assessment prior to appointment.

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.

KEY PERFORMANCE AREAS

- Plan and coordinate the application of clinical strategies associated with Communicable Diseases in the District through case investigation, outbreak control response, inspection, monitoring and evaluation (e.g. TB, Malaria, Rabies, Vaccine Preventable diseases, etc.).
- Review case report forms submitted by facilities for completeness, timeliness, adherence to policies and institution of control measures.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
- Respond to general questions from the public, health providers, private sector, etc. about communicable diseases affecting the community and communicates the risks, prevention, and control measures associated with communicable diseases
- Monitor indicators/ surveillance data which measure health practices in the District, in order to provide support and report on findings to district health management
- Network with other provincial department and NGO’S to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision 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 prevention and control of communicable diseases.
- Ensure establishment of establishment of highly motivated, well developed and adequate workforce.

Enquiries: Enquiries: Ms. T.M. Banda (Deputy District Director: IDHSD)

Contact Number: 032 437 3500

Closing Date for the Applications: 17 April 2020

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