



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE:

Private Bag X X20034, Empangeni, 3880

Physical Address: Corner of 2nd Lood Avenue and Chrome Crescent, Empangeni rail ,3910

Tel: 035 787 6205 Fax: 035 787 0649

KING CETSHWAYO DISTRICT OFFICE

HUMAN RESOURCES MANAGEMENT  
SERVICES

**Enquiries: Mr MTR Nzuza**  
**Reference: HRM 4/1/1**

**TO: HEADS OF INSTITUTIONS  
HEAD OFFICE MANAGERS  
ALL EMPLOYEES  
COMMUNITY MEMBERS**

### VACANCIES IN THE DEPARTMENT OF HEALTH: KING CETSHWAYO DISTRICT OFFICE

#### CIRCULAR MINUTE: KCD OFFICE 02/2022

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in all Regional / District offices. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.


#### DIRECTIONS TO CANDIDATES: -

1. The following documents must be submitted: -
  - (a) Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za)
  - (b) Certified copies of educational qualifications – not copies of certified copies.
  - (c) Curriculum Vitae.
  - (d) Certified I.D. copy and certified copy of Driving licence (where applicable)

2. The reference number must be indicated in the column provided on the Z83.

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

3. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all categories in the department.
4. Appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications).
5. Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.
6. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply.

**We welcome applications from persons with disAbilities** 

CLOSING DATE FOR APPLICATIONS IS: **20 MAY 2022**

Applications should be forwarded to:  
**The District Director  
King Cetshwayo Health District Office  
Private Bag x 20034  
EMPANGENI  
3880 (ATTENTION: Mr MTR Nzuza)**

*(Original signed)*  
**DISTRICT DIRECTOR**

<b>POST</b>	:	CLINICAL PROGRAMME COORDINATOR GRADE 1 (PMTCT)
<b>COMPONENT</b>	:	HIV MANAGEMENT - (PMTCT)
<b>CENTRE</b>	:	KING CETSHWAYO DISTRICT OFFICE
<b>NO. OF POSTS</b>	:	ONE (01)
<b>REFERENCE</b>	:	KCD 05/2022
<b>SALARY</b>	:	R450 939.00 TO R507 531.00 PER ANNUM
<b>ALLOWANCES</b>	:	13 <sup>TH</sup> CHEQUE MEDICAL AID SUBSIDY (Optional) HOUSING ALLOWANCE (employee must meet prescribed requirements) RURAL ALLOWANCE (Based Daily claim basis)

**MINIMUM REQUIREMENTS FOR THE POST:**

- Matric Certificate or Grade 12 (Senior Certificate)
- Degree or Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse.
- A minimum of 7 years appropriate/recognizable experience in nursing after registration with the South African Nursing Council in General Nursing
- Current registration with South African Nursing Council
- Valid Drivers' Licence
- Computer literacy: MS Office Software Applications (certificate or proof of competency to be attached on the application).
- Proof of previous and/or current work experience endorsed and stamped by HR Office or Employer must be attached on the application.

**RECOMMENDATIONS:**

- A post-basic qualification with a duration of at least 1 year in Primary Health Care Nursing
- HIV/AIDS Management qualification

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

- Knowledge of legal prescripts regulating nursing practice, health services and public service at large.
- Ability to think critically in difficult situations and ability to make independent decisions.
- Sound project management and report writing skills.
- Strong communication and presentation skills.
- Managerial and facilitation skills.
- An understanding of the challenges facing the public health sector.
- Ability to translate strategic and transformation objectives into practical planning frameworks.
- Ability to plan and prioritize work related matters and to comply with time frames.

**KEY PERFORMANCE AREAS:**

- Ensure that clinical strategies to manage health conditions contained under the PMTCT are implemented in all Institutions/Facilities.
- Monitor PMTCT indicators which measure health practices in institutions and communities and provide support and report on findings to district health management team by conducting support visits.
- Participate in district and sub- district perinatal review meetings.
- Assist facilities develop quality improvement plans for the PMTCT and ensure their implementation.
- Ensure availability of PMTCT guidelines in all the facilities.

- Participate in quality improvement programmes reviews e.g. Ideal Clinic, Mother Baby Friendly Initiative, etc.
- Contribute to the development, implementation and monitoring of integrated District Operational plan for MNCWH programme.
- Participate in the development of the District HAST Business plan.
- Ensure efficient use of PMTCT budget by participating in the finance meetings.
- Represent the district in PMTCT meetings.
- Ensure highly motivated and well developed health care force by conducting trainings and continuous support visit.
- Provide mentorship and coaching to Nurses.
- Oversee institutional health practices to ensure that these meet minimum basic standards thereby attaining provincial and national health care targets.
- Conduct on site in-service trainings during support visits.
- Provide a verbal and written report to the facilities for proper follow up on gaps identified during support visits.
- Advocate for PMTCT and Nutrition issues in all health platforms.
- Plan, organise and conduct community rallies and events that convey health messages and practices which support elimination of vertical transmission of HIV quarterly.
- Network with other provincial departments and NGO's to provide support to the PMTCT programme.
- Perform other duties assigned by immediate supervisor or other senior managers.

**ENQUIRIES : MR M.N. MBATHA TEL NO: 035 787 6203**

**CLOSING DATE : 20 MAY 2022**

**9 MONTHS CONTRACT (01 JULY 2022 TO 31 MARCH 2023)**

<b>POST</b>	:	ASSISTANT DIRECTOR (District Adherence Facilitator, Care & Support)
<b>NUMBER OF POSTS:</b>	:	ONE (01)
<b>INSTITUTION</b>	:	KING CETSHWAYO DISTRICT
<b>REFERENCE NO.</b>	:	KCD 06/2022
<b>REMUNERATION</b>	:	R382 245.00 PER ANNUM
<b>OTHER BENEFITS</b>	:	37% IN LIEU OF BENEFITS

**MINIMUM REQUIREMENTS FOR THE POST:**

- Senior Certificate (Grade 12)
- A Diploma in General Nursing and Midwifery or Bachelor's degree in Social Science
- Current registration with relevant profession
- n's body Proof of Computer Literacy preferable on Ms Word, Ms Excel, Ms Power point and Ms Outlook (certificate or proof of competency must be attached on the application)
- 5 years working experience in public health, and social services or community advocacy
- A valid driver's license
- Proof of previous and/or current work experience endorsed and stamped by HR Office or Employer must be attached on the application.

**RECOMMENDATION:**

- Public health sector experience in adherence to care and treatment and disclosure policies would be an advantage

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Excellent communication skills
- Coordination and facilitation skills for coaching, training and coordination
- Good presentation skills
- Good interpersonal skills
- Analytical skills
- Strong written and verbal communication skills;
- Ability to build and maintain relationships with internal and external stakeholders;
- Strong client service focus;
- Ability to design and implement client centred interventions/services
- Ability to maintain a higher level /Professional confidentiality.
- Ability to manage competing priorities and meet deadlines within tight timeframes;
- Strong work ethic and service skills.
- Excellent communication and interpersonal skills.
- Excellent organizational skills and attention to detail.
- Staying up to date with services, policies, and regulations.
- Strong record-keeping, analytical and report writing skills

**KEY PERFORMANCE AREAS**

- Act as the clients' advocate, explains the available options to the clients, keeps records of the services offered and work closely with the District HAST Coordinator.
- Coordinate community mobilization for linkage and retention in care activities.
- Champion eLABS and Results for Action where applicable as well as viral load management in general.
- Promote the delivery of services offered to different groups with the aim to enhance quality, efficiency and client satisfaction.

- Place the recipient of care at the center of service delivery while maximizing health system efficiency. Coordinate and manage the communication of end user/customer deliveries, including scheduling, transportation, delivery equipment and labour.
- Ensure that the facility develop a system for tracking and tracing clients who do not attend their club meetings and follows up within seven - fourteen days to determine whether they have collected their medication.
- Ensure that the service needs of clients are met and linking them to the appropriate resources and providers.
- Develop a stakeholder directory of adherence care and support service agencies and providers for referral processes.
- Ensure that health talks and health education in the facility's waiting room, informing patients of available options for Differentiated Care are conducted.
- Ensure that the club schedule is made available to the facility, and that club venues and dates are shared with decanting Clinicians for cohorting purposes.
- Ensure continuous utilization of adherence plan for the individuals and support groups.
- Ensure that monthly schedule of health talks/adherence classes for the facilities, club meetings, in line with the AGL SOPs is developed.
- Evaluate the quality of all adherence, care and support services and identifying areas that need improvements. Facilitate support groups and adherence club activities.
- Support coordination and implementation of DMOCs including CCMDD.
- Compile report to inform the coverage and uptake of patients (HIV, TB and NCDs) decanted to Facility Pick Up Points (Fac PuPs), Adherence Clubs and External Pick up Points (Ext PuPs).
- Perform other duties assigned by immediate supervisor or other senior managers

**ENQUIRIES : MRS C.N. MTSHALI TEL NO: 035 787 6273**

**CLOSING DATE : 20 MAY 2022**