TO: DISTRICT DIRECTORS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
PROVINCIAL DEPARTMENTS

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No. MCP06/2019

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.
   (b) Curriculum Vitae, certified copies of identity document, highest educational qualifications and - not copies of certified copies.

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

4. 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.
5. 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.

6. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum of the advertised post are free to apply.

(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 APPLICATIONS IS 21 October 2019

Original signed copy available
MALARIA CONTROL PROGRAMME MANAGER
MALARIA CONTROL AND PREVENTION SERVICES
(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 and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. 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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). 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. 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
RE-ADVERTISEMENT (APPLICANTS WHO PREVIOUSLY APPLIED NEED TO REAPPLY)

JOB TITLE : HRO Supervisor (Practices level 07)
INSTITUTION : Malaria Control Programme
REFERENCE NO : MCP/HR04/2019
REMUNERATION : R 257 508.00 per annum
OTHER BENEFITS : 13th Cheque, Medical Aid (Optional), Housing Allowance
(Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS:
- Senior certificate (Grade 12)
- 3-5 years’ Human Resource experience in Practices Component.

RECOMMENDATIONS:
- A valid Driver’s License
NB: proof of previous and current work experience endorsed and stamped by HR office must be attached.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:
- Knowledge of Public Service Policies, Act, and Regulations as related to HR Practices.
- Good understanding of all HR Policies and Procedures.
- Ability to maintain a level of confidentiality.
- Good communication (writing & reading), negotiation, Inter-personal and problem solving skills.
- Knowledge of Persal System.
- Planning and organising of tasks
- Understanding of Registry work

KEY PERFORMANCE AREAS:
- Recruitment and Selection (advertisement, appointments, transfers, verification of qualifications, absorptions, probationary periods etc.) and reporting thereof
- Implement conditions of service and service benefits (leave, housing, medical aid, injury on duty, long service recognition, overtime, relocation, pension, allowances, terminations, PILIR, etc.)
- Supervise human resources/ staff including performance management, staff development and discipline to ensure that high quality of service is rendered.
- Check, approve and authorize transactions on Persal according to personnel delegations of authority and HR prescripts.
- Advise staff on all Human Resource Management prescripts, Policies and procedures relating to Human Resource and advise all line managers.

AFRICAN MALES ARE MOST WELCOME TO APPLY

Enquiries to be directed to : Mrs. MF Dladla (035) 5721021/ 7892611
ASD: Human Resource Services

Applications to be forwarded to : Assistant Director- HRM
Malaria Control Programme
Private Bag X 002.
JOZINI
3969

Or hand delivered to : 304 Nsinde Street, Jozini 3969

CLOSING DATE FOR APPLICATIONS : 21 October 2019
JOB TITLE: ARTISAN FOREMAN (GENERAL)
REF NO.: MCP/ART01/04/2019
CENTRE: MALARIA CONTROL CENTRE
REMUNERATION: R 304 623 PA
OTHER BENEFITS: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS
- Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1981 as amended
- Unendorsed code 08 driving license
- Five years post- qualification experience as Artisan

KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE REQUIRED
- Team leadership
- Technical analysis
- Technical report writing
- Problem solving and decision making
- Computer skills

KEY PERFORMANCE AREAS
Production:
- Produce objects with material and equipment according to job specification and recognized standards.
- Quality assurance of produced objects.

Maintenance.
- Inspect equipment and/or facilities for technical faults.
- Repair equipment and facilities according to standards.
- Test repaired equipment and/or facilities against specifications.
- Service equipment and/or facilities according to schedule.
- Qualities assure serviced and maintained equipment and/or facilities.

Perform administrative and related functions:
- Update register of maintained and repaired faults.
- Obtain quotations and purchase (order) required equipment and materials.
- Compile and submit reports as required.
- Provide inputs to the operational plan.
- Ensure adherence to safety standards, requirements and regulations.

Human and Capital Resource Management.
- Supervise and mentor staff.
- Planning of resources.
- Scheduling of works.
- Manage EPMD
- Manage assets of the Division.

Maintain and advance expertise:
- Continuous individual development to keep up with new technologies and procedures.
- Research/literature studies on technical/engineering technology to improve expertise.

ENQUIRIES: JN Gumede (035) 5721021

PLEASE NOTE: Due to budget constraints, no S&T claims will be paid for attending interviews.

Applications to be forwarded to
: Assistant Director- HRM
Malaria Control Programme
Private Bag X 002.
JOZINI
3969

Or Hand Delivered to:
304 Nsinde Road, JOZINI
JOB TITLE : Malaria Information Officer (level 07)
INSTITUTION : Malaria Control Programme
REFERENCE NO : MCP/MIO05/2019
REMUNERATION : R 257 508.00 per annum
OTHER BENEFITS : 13th Cheque, Medical Aid (Optional), Housing
Allowance (Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS:
- Senior certificate (Grade 12)
- Degree/National Diploma

RECOMMENDATIONS:
- A valid Driver's License
  NB: proof of previous and current work experience endorsed and stamped by HR

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:
- Data Management and data research
- Understand regional/district health systems (incl. Health and Management Information Systems)
- Sound public health knowledge
- Computer skills
- Capturing skills
- Communication skills, supervisory skills
- Presentation skills
- Ability to operate office equipment e.g. photocopiers, fax machine etc

KEY PERFORMANCE AREAS:
- Co-coordinating the collection of quality data and the maintenance of the Institutional Health and Management Information Database
- Analyzing and interpreting of data.
- Feeding back information through both summary and comprehensive reports.
- Providing advice to ward managers and heads of departments with regard to information technology and systems related needs e.g. completion of standardized forms and use of clinic registers and IT policy related issues.
- Putting mechanisms in place to improve the quality of information received.
- Supervising, development of staff, monitoring and evaluation of staff performance though EPMDS management

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