To: DISTRICT MANAGERS
    HOSPITAL MANAGERS, COMMUNITY HEALTH MANAGERS
    HEADS OF INSTITUTIONS
    HEAD OFFICE MANAGERS

VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minute must be brought to the notice of all eligible employees of 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 CANDIDATE:-

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.co.za.
(b.) Curriculum Vitae, certified copies of identity document, marriage certificate, driver’s license, highest educational qualification and professional registration certificates – not copies of certified copies.
The Post Reference Number must be indicated in the column provided on the Z.83.Reference number (UMZ/N 06/2013).
Failure to comply with the above instruction will disqualify applicants.

Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome.

(This institution is an equal opportunity, affirmative action employer, whose aim is to promote representativity at all levels of different Occupational categories in the institution and People with disabilities are encouraged to apply for the post(s).

CLOSING DATE : 09 APRIL 2020

[Signature]
Mrs. GC Shabargh
DISTRICT DIRECTOR
UMZINYATHI HEALTH DISTRICT

DATE

NB: PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S & T CLAIMS.

Fighting Disease, Fighting Poverty, Giving Hope
POST: Assistant Manager-Labour Relations
LEVEL: 09
CENTRE: UMZINYATHI HEALTH DISTRICT OFFICE
REFERENCE NO: UMZN 02/2020
REMUNERATION: R 376596.00 per annum

OTHER BENEFITS:
- 13th cheque
- Medical aid: Optional
- Homeowner's allowance: Employee must meet prescribed requirements.

MINIMUM REQUIREMENTS FOR THE POST:
- Bachelor's Degree/ National Diploma in Human Science.
- 3 years supervisory experience in Human Resource Component.
- Valid Driver's License
- Proof of Computer Literacy - Ms Office (Word, Excel, Outlook & PowerPoint)
- Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
- Sound knowledge of Human Resource Management with emphasis on Staff Relations.
- In-depth knowledge of Legislative Prescripts
- Good Verbal and communication skills and report writing skills.
- Computer literacy with knowledge of Persal system.
- Sound analytical thinking, good interpersonal, problem solving and decision-making skills.

KEY PERFORMANCE AREAS
- Manage the functioning of Staff relations in the District in order to ensure the provision of high quality services.
- Maintain and promote sound Staff Relations within the District and ensure the adherence to the Labour Relations Act, Basic Conditions of Employment Act and other relevant legislative prescripts.
- Deal with grievance, discipline and misconduct cases in terms of laid down policies and procedures.
- Investigate and preside over disciplinary inquiries.
- Prepare reports and Monthly statistics for management on staff relations issues.

ENQUIRIES: Mr. PN Shezi
TELEPHONE: (034) 2999 110

All applications should be forwarded to:
34 Wilson Street
Dundee
3000

ATTENTION: Ms. M Ngwenya

CLOSING DATE: 09 APRIL 2020

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* KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING