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 (UMZIN 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

Fighting Disease, Fighting Poverty, Giving Hope
LEVEL: 08
CENTRE: UMZINYATHI HEALTH DISTRICT OFFICE
REFERENCE NO: UMZN 03/2020
REMUNERATION: R 316 791.00 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 Resource Management.
- 3 years supervisory experience in Human Resource Development and Planning.
- Valid Driver's License
- Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & Power Point)
- Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
- Accomplish key tasks within a specified timeline.
- 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
- Developing a Workplace Skills Plan (WSP) and WSP Implementation Plan for the District office by determining training requirements, consolidating the WSP and WSP Implementation Plan for the District, coordinating the implementation of the WSP and maintaining a database for all training.
- Compile Quarterly and annual Training Reports for the District Office and consolidating the District reports.
- Administer and coordinate Performance Management and Development (PMDS) to ensure departmental deadlines are honoured and evaluations are conducted timeously. Manage PMDS training for District office components.
- Coordinate the development and implementation of the Human Resource Plan.
- Co-ordinate and monitor the implementation of HRD strategies/projects in the District:- Internships, Bursaries, Workplace Integrated Learning, Induction programs and training programs.
- Support, train and mentor officials within the District office to ensure that policy imperatives and practices are implemented.
- Ensuring the day to day functioning of Human Resource Planning and Development Component in the District Office.

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

* KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
NB: PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S & T CLAIMS.

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