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

VACANCI ES 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 07/2020).
Failure to comply with the above instruction will disqualify applicants.

Applications can also be emailed to the above mentioned email address.

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 : 29 June 2020

MRS. PC MBATHA
ACTING DISTRICT DIRECTOR
UMZINYATHI HEALTH DISTRICT

NB: PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S & T CLAIMS.
POST: Clinical Programme Coordinator – District PHC Trainer
LEVEL: Grade 1
CENTRE: UMZINYATHI HEALTH DISTRICT OFFICE
REFERENCE NO: UMZIN 07/2020
REMUNERATION: R444276.00 per annum
OTHER BENEFITS:
- 13th cheque
- Medical aid: Optional
- Homeowner’s allowance: Employee must meet prescribed requirements
- Rural allowance on claim basis

MINIMUM REQUIREMENTS FOR THE POST:
- Grade 12/Matric certificate
- An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS
- Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing.
- Current Registration with SANC.
- Valid Driver’s License – Code 8 plus
- 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.

RECOMMENDATIONS:
- Experience in PHC Training.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
- Project management
- Excellent management, facilitation, communication and interpersonal skills.
- Report writing abilities
- Financial Management skills
- Empathy and counseling skills and knowledge
- Ability to make independent decisions
- An ability to priorities issues and other work related matters and to comply with timeframes
- Proven initiative, decisiveness and the ability to acquire new knowledge swiftly
- A clear understanding of challenges facing the Public Sector.

KEY PERFORMANCE AREAS
- Identify training needs by working closely with all Programme Managers.
- Co-ordinate the development, implementation and monitoring of the integrated PHC training plan in the District involving all relevant stakeholders.
- Support all Sub-District PHC Trainers until they are able to train and monitor trainings independently
- Ensure the effective and efficient utilization of all resources allocated to the training component
- Adapt and modify training material in order to keep it current and relevant to current disease patterns and proper case management.
- Support all Programme Managers in order to ensure optimal and quality training of all Programmes within the District.
- Cascade Health Care policies, guidelines and protocols as stipulated by National and Provincial Programme Management into structured District training initiatives.
- Exercise innovation in co-ordinating trainings with external stakeholders eg, supporting partners, NGO’s, NPO’s, District Funded Partners.
- Compile monthly, quarterly and annual training reports and forward to the next level of care with attendance registers and skills smart documents.
- Compile a District training evaluation plan for all trainings conducted.

* KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
• Mentor, guide and coach trainees on respective subject matter.
• Monitor District training plan on a quarterly basis and reprioritize as per need.
• Provide trainings in line with ICRM, Regulatory norms and standards, clinical audit findings.
• Work closely with the District Clinical Specialist team members to ensure capacity building of all clinicians within the District.

ENQUIRIES : Mrs. S Sibiya  TELEPHONE: (034) 2999 114

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

ATTENTION : Mr. SAF Sikhakhane

CLOSING DATE : 29 June 2020

Applications can also be emailed to the above mentioned email address.

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