



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Physical Address: 34 WILSON STREET DUNDEE 3000
Postal Address: Private Bag x2052 Dundee 3000
Tel: 0342999100 Fax: 034-212 4800 Email: bongumusa.masondo@kznhealth.gov.za
www.kznhealth.gov.za

Umzinyathi Health District Office,
HRM Services

Ref: HRM 4/2/1/1
Enq: BF Masondo
Date: 20/10/ 2022

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) must be fully filled, which is obtainable at any Government Department OR from the website- www.kznhealth.co.za.
- (b.) CV must be attached.
- (c.) The Post Reference Number must be indicated in the column provided on the Z.83. Reference number (**UMZIN/21/2023**).
- (d.) 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 representatively at all levels of different Occupational categories in the institution and People with disabilities are encouraged to apply for the post/s).

CLOSING DATE: 17 November 2023

Applications may also be E-mailed to: Umzinyathi.HRJobApplication@kznhealth.gov.za


MS. JY DUBE
DISTRICT DIRECTOR
UMZINYATHI HEALTH DISTRICT

23/10/2023
DATE

ADVERTISEMENT OF POST

| | |
|--------------|---|
| POST | : FACILITY INFORMATION OFFICER |
| LEVEL | : 07 |
| CENTRE | : UMZINYATHI HEALTH DISTRICT OFFICE |
| REFERENCE NO | : UMZIN/23/2023 |
| REMUNERATION | : R294 321.00 per annum plus . 13th cheque . Medical aid: Optional . Homeowner's allowance: Employee must meet prescribed requirements |

MINIMUM REQUIREMENTS FOR THE POST:

- Senior Certificate (Grade 12) or equivalent **PLUS**
- National Diploma/ Degree in Information Technology/ Management Information Systems/Public Management/ Management Assistant & Technology/ Human Resources Management/ Librarian & Information.
- Valid Driver's License (Minimum Code EB)
- 3-5 Year experience in Data Management section with District Health Information Systems
- Computer Literacy (Ms. Word, Excel, Power point). Proof must be provided.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Strong communication skills,
- In Depth knowledge and skills in information Systems and Data Management,
- The ability to compile meaningful presentation and / or graphic presentations of statistics and to compare to strategic objective with reported results
- High levels of accuracy
- Technical Knowledge in the information Technology Environmental
- Ability to work under pressure and meet tight deadlines.

KEY PERFORMANCE AREAS

- Coordinate the total collection of quality routine and non-routine facility data and the maintenance of the District Health Information systems
- Monitor the implementation of the all the Health Information systems in health facility within the district (WEBDHIS/ TIER. NET/EVDS and other)
- Conduct training on routine Health Information Systems (WEBDHIS/ TIER. NET/EVDS i.e Data Capturers, OM, Program Managers and other)
- Maintain and provide technical support to all routine Health Information System (ART TIER.NET/ ETR.net / District Health Information System (WEB DHIS)/ Electronic Drug Resistance (EDR Web)
- Ensure that quarterly reports are compiled, captured and submitted timeously to the next level
- Presentation of health information at the health information meeting
- Ensure accurate, consistence and timeously reporting of health programme data from all facilities within the district,
- Co-ordinate the collection of routine and non-routine data inclusive of survey (PEC),

- Maintain, manipulate and ensure security of the district health and management information databased,
- Ensure data and information integrity to accurately represent the state of service delivery in the district
- Compile summary and comprehensive information feedback report (routine and non-routine)
- Manage EPMDs of staff in the Data Management Section
- Support facilities and institution in terms of Data Management.
- Render administrative support to the District information Office.
- Manage the utilization of resources allocation to the unit.

CLOSING DATE: 17 November 2023

Enquiries: Mrs. AN Shabangu

TELEPHONE: (034) 299 9100

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

The District Director
Umzinyathi Health District Office
Private Bag X 2052
DUNDEE
3000

APPLICATIONS MAY ALSO BE FORWARDED TO:
Umzinyathi.HRJobApplication@kznhealth.gov.za

(For attention: Ms. M Ngwenya)

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