



**Enquiries: Mr. VJ Khumalo**  
**Date: 06 SEPTEMBER 2024**

**TO: ALL DEPARTMENTAL EMPLOYEES**

Vacancies in the Department of Health, Amajuba Health District Clinical Program Coordinator –TB Grade 1  
: Reference Number: AMAJ 07/2024.

The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work

**DIRECTIONS TO CANDIDATES:**

1. The following documents must be submitted: Application for Employment Form (Z83), which is obtained at any Government Department OR from the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za)

**Certified copies of the following documents - not copies of copies**

- New Z83 form - completed fully
  - Curriculum Vitae must be attached stating relevant experience
2. The Reference Number must be indicated in the column provided on the form Z83, e.g. AMAJ07/2024.  
**Failure to comply with the above instructions will lead to disqualification of applicants.**
  3. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only.
  4. **Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews.**
  5. Please note that a pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken.
  6. Applicants in possession of 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
  7. ***This Department is an equal opportunity; affirmative action employer whose aim is to promote candidates representatively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.***

All documents to be posted to: Attention: Mr. PB Sangweni, Amajuba Health Office, Private Bag X6661, Newcastle, 2940 **OR Dropped off** in the applications box, 50 Harding Street, Nedbank Centre Building First Floor, Newcastle, 2940

**CLOSING DATE: 27 September 2024**

**Employment Equity Target for this post African Female**

**Dr. AMET Tshabalala**  
**District Director- Amajuba Health District Office**

**Post** : Clinical Program Coordinator Grade 1 -TB  
**Component** : Amajuba Health District Office - HAST  
**Reference Number** : AMAJ 07/2024  
**Centre** : Amajuba Health District Office  
**Remuneration** : R520 560.00 per annum  
**Other Benefits** : 13<sup>th</sup> Cheque plus Medical aid and housing allowance (optional) Rural allowance will be paid on claim basis.

#### **REQUIREMENTS FOR THE POST**

- Valid Grade 12 or National Senior Certificate plus
- Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC in receipt 2024
- Minimum of 7 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC in general nursing
- Proof of detailed current and previous work experience endorsed by Human Resource

#### **RECOMMENDATION**

- Valid driver's license code B

#### **KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED**

- Report writing abilities
- Financial Management skills
- Empathy and counseling skills and knowledge
- Strong interpersonal ,communication and presentation skills
- Project management skills
- Ability to make independent decision
- An understanding of the challenges facing the public sector
- An ability to prioritize issues and other work related matters and to comply with timeframes
- Proven initiative, decisiveness and the ability to acquire new knowledge swiftly

#### **KEY PERFORMANCE AREAS**

- Implementation of the national TB Control guidelines and policies at the District level
- Plan, organise and conduct community rallies and events that convey health messages and practices which support health programme strategies
- Develop operational Plans and Cash flow plans to ensure that clinical strategies to manage health conditions contained under the health programmes are implemented at all institutions.
- Promote HAST strategic plan inline with as 95 95 95 TB and HIV strategy
- Monitor indicators which measure health practices in institutions, provide support and report on findings to district health management.
- Coordinate monthly and quarterly TB reports, verify and analyse data prior submission to the provincial TB Directorate in line with timelines.
- Network with other provincial departments and NGO's to maintain a referral service for community members inclusive of identity documents, home based care services and orphan assistance thereby supporting the broader health care provision in the district
- Develop schools to meet the criteria required to become health promoting schools and ensure that this status is sustained.
- Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists
- Facilitate case finding and retention care in case in the District

**Employment Equity Target for this post is African Female**

**Enquiries:** Mr. Khomola **Tel Number:** 034 328 7000  
**Closing date:** CLOSING DATE: 27 September 2024