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ETHEKWINI DISTRICT OFFICE

Enquiries: Ms. N.C. Mbambo
Reference: HRM4/1/2

TO: ALL HEADS OF INSTITUTIONS AND DEPARTMENTS, All employees and community

VACANCIES IN THE DEPARTMENT OF HEALTH: ETHEKWINI DISTRICT OFFICE

The contents of this Circular Minute must be brought to the attention of all eligible personnel and employees on the establishment of all Institutions without delay. It must be ensured that all Institutions notify all candidates who qualify for the post 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 -new Z83 Form, obtainable from any Public Service Department **OR** from the website - www.kznhealth.gov.za New Z83 must be fully completed and signed
 - Detailed Curriculum Vitae
 - Applicants need not to send Certified copies of Identity Document, Senior Certificate, highest educational qualifications and Driver's License, only shortlisted candidates will be required to submit certified copies to HR on or before the day of the interview.
2. The reference number of the post must be indicated in the column provided in the Z83 form e.g. reference number **ETH DO 03/2024**.
3. Appointments are subject to positive outcomes obtained from the State Security Agency to the following checks: security clearance criminal clearance, credit records, citizenship, educational qualifications, and previous experience verifications.
4. Please note that due to the large number of applications anticipated, applicants will not be acknowledged and should candidates not receive response three (3) months after the closing date of the advertisement, candidates may regard their application as unsuccessful.
5. Please note that due to financial constraints, no S&T will be paid to candidates who will be attending the interview.
6. Applicants are encouraged to apply for posts through the online e- Recruitment system and applicants can submit their Z83 and CV directly to the following email address:EthekwiniDistrictHealth.HRJobApplication@kznhealth.gov.za

NB: Failure to comply with the above instructions will disqualify applicants

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply for the posts

Closing date for applications is **30 September 2024**

Original signed and available on request

THE DISTRICT DIRECTOR
ETHEKWINI DISTRICT OFFICE



Post	Deputy Director Occupational Therapy Services Grade 1- Roving Mental Health Specialist Team
Reference No	ETH DO 03/2024
Centre	EThekweni District Office
Number of Posts	01
Period	Three (3) year contract
Salary Scale	R990 945.00- R1 634 487.00 per annum (All-inclusive package)

MINIMUM REQUIREMENTS

- Senior Certificate/ Grade 12.
- Degree in Occupational Therapy (OT).
- Registration with the HPCSA as Occupational Therapist
- A minimum of 10 years' appropriate/recognizable experience after registration with HPCSA as Occupational Therapist.
- Computer literacy (MS Word, Excel and PowerPoint).
- A valid driver's license.
- Experience in mental health OT services will be an added advantage.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Sound Knowledge and skill in OT mental health and general diagnostic and therapeutic procedures.
- Skill and knowledge in the use of OT equipment and assisted devices.
- Knowledge of public service legislation, policies and procedures.
- Knowledge of the Mental Health Care Act.
- Ability to function as part of a multidisciplinary team member.
- Excellent verbal and written communication skills.
- Good interpersonal, decision-making and problem solving skills.
- Good time management, planning, organizing and administrative skills.
- Self-motivation, resilience and dedication to service delivery.
- Ability to work under pressure.
- Computer proficiency.

KEY PERFORMANCE AREAS

- Conduct a need analysis for community based mental health services in the district.
- Develop and conduct relevant research that will serve to enhance mental health service delivery within the district, beginning with a situational analysis of current services at all levels of care.
- Develop and standardise mental health service policies, procedures and operating guidelines for the District/ region by identifying areas of concern requiring new policies or standard Operating procedures (SOP).
- Provide specialist clinical consultation services to ensure high standards of psychosocial occupational therapy care within the District.
- Assist in the development of a District Mental Health Strategic and Operation Plan.
- Compile regular reports on the status of mental health services in the district (including amongst others, the extent of MH problems, health system challenges, best practices identified, resources, skills gaps in the service and service improvement plans.
- Obtain buy-in for psycho-social occupational therapy interventions in the action plan from stakeholders in district.
- Champion the implementation of activities with aspect related to own profession in action plan (change facilitation).
- Appraise existing psychosocial occupational therapy training programmes and systems for occupational therapy personnel and other health workers in the district.
- Package the necessary psychosocial training interventions and programmes for district staff.
- Identify the training needs for mental health professionals and community health workers and develop and implement teaching and training programmes, as indicated.
- Develop institutional mechanisms for collaboration and referral in collaboration with other team members.
- Appraise and revise existing referral protocols for psychosocial occupational therapy services in the District.



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- Disseminate the referral protocol for psychosocial occupational therapy and monitor and evaluate its implementation.
- Meet programme managers of priority programmes and advocate for integration of psychosocial occupational therapy interventions/programmes into these programmes and support implementation.
- Monitor and evaluate the implementation of the psychosocial occupational therapy interventions in the priority programmes.
- Monitor the collection and transmission of mental health data elements from occupational therapy sites/clinics/services.
- Develop and implement the necessary psychosocial occupational therapy interventions in schools in the District in consultation with relevant key stakeholders.
- Champion and advocate for the integration of psychosocial occupational therapy interventions within the school health system. Monitor and evaluate implementation of psychosocial occupational therapy interventions within the school health system in the district.
- Coordinate psychosocial occupational therapy interventions in the district.
- Undertake an organizational design exercise to determine the number of occupational therapy personnel posts and post levels required for the district (community settings).
- Determine the existence and capacity of mental health care user.
- Conducting consultation, assessment and specialist out-reach.
- Ensure effective stakeholder management and liaison within the mental health and related sectors

Enquiries : Mrs. T.B.T. Sakyi
Telephone number : 031 240 5309

Post Social Worker Manager Grade 1- Roving Mental Health Specialist Team
Reference No ETH DO 04/2024
Centre EThekwini District Office
Number of Posts 01
Period Three (3) year contract
Salary Scale R920 082.00- R1 036 467.00 per annum (All-inclusive package)

MINIMUM REQUIREMENTS

- Degree in Social Work.
- Registration with SACSSP as a social worker.
- Minimum of ten (10) years' appropriate experience in social work after registration as a social worker with the SACSSP.
- A minimum of 5 years' experience in a health care environment will be an added advantage.
- A valid driver's license.
- Computer literacy (MS Word, Excel and PowerPoint).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge of public service legislation, policies and procedures as well as that of the Social Work profession as applies to the Health Sector.
- Knowledge of the Mental Health Care Act and Prevention of and treatment for Substance Abuse Act.
- Ability to function as part of a multidisciplinary team member.
- Knowledge of clinical Psychology methods.
- Excellent verbal and written communication skills.
- Good interpersonal, decision-making and problem solving skills.
- Good time management, planning, organizing and administrative skills.
- Self-motivation, resilience and dedication to service delivery.
- Ability to work under pressure. Computer proficiency

KEY PERFORMANCE AREAS

- Conduct a need analysis for community based mental health services in the district.
- Assist in the development of a District Mental Health Strategic and Operation Plan.



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- Develop and conduct relevant research that will serve to enhance mental health service delivery within the district, beginning with a situational analysis of current services at all levels of care.
- Compile a report on the status of psychosocial /mental health services in the District (include among others, extent of MH problems, health system challenges and best practice identified, resources, skills gaps in the service).
- Develop and standardise mental health service policies, procedures and operating guidelines for the District/region.
- Provide specialist clinical consultation services, where required, to ensure high standards of psychosocial occupational therapy care within the district.
- Identify training needs for mental health professionals and community health workers and develop and implement teaching and training programmes, as indicated.
- Obtain buy-in for psychosocial interventions in the action plan from stakeholders in district.
- Appraise existing psychosocial training programmes and systems in the district.
- Package the necessary psychosocial training interventions and programmes for district staff.
- Conduct necessary psychosocial in-service training and training programmes (including training of priority programme personnel).
- Appraise and revise existing referral protocols for social work services in the District.
- Disseminate the referral protocol for social services.
- Monitor and evaluate the implementation of the referral protocol for social work interventions.
- Meet programme managers of priority programmes and advocate for integration of social work interventions into these programmes and support implementation.
- Monitor and evaluate the implementation of the social work interventions in the priority programmes.
- Identify psychosocial risk factors for suicide in district.
- Develop and implement the necessary psychosocial interventions for schools in the District.
- Visit PHC facilities to provide support, training and supervision on social work psychosocial Interventions.
- Coordinate implementation of social welfare interventions for mental health care users in the district.
- Develop institutional mechanisms for collaboration and referral between mental health services and traditional healers and faith healers in the district, including appropriate referral pathways in both directions.
- Train traditional and faith based healers on relevant social welfare interventions.
- Conduct a needs analysis for community based mental health services (residential and day care) in the district (quality and quantity).
- Conducting consultation, assessment and specialist out-reach.
- Ensure effective stakeholder management and liaison within the mental health and related sectors

Enquiries : Mrs. T.B.T. Sakyi
Telephone number : 031 240 5309

Post	Clinical Programme Coordinator: Mental Health and Substance Abuse Programme Grade 1
Reference No	ETH DO 05 /2024
Centre	EThekwini District Office
Number of Posts	01
Period	Permanent on probation
Salary Scale	R520 560.00-R587 508.00

MINIMUM REQUIREMENTS

- Matric Certificate or Grade 12 (Senior Certificate)
- Degree / Diploma in General Nursing & Midwifery.
- Diploma in Psychiatry nursing.
- Current registration with SANC as General Nursing.
- A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse.
- Current registration with SANC (2024).
- Valid Driver's License (code EB).

ADVANTAGE

- Computer literacy with a proficiency in MS Office Software applications



KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Report writing abilities.
- Basic Financial management skills.
- Empathy and counselling skills.
- Strong interpersonal, communication and presentation skills.
- Project management skills.
- Monitoring and evaluation skills.
- Ability to make independent decisions.
- Understanding of the challenges facing the public health sector.
- Knowledge of District health system.
- Knowledge of Public Service Legislative prescripts.
- Ability to translate transformation objectives into practical plans.
- Ability to prioritize issues and other work related matters and to comply with time frames.
- Proven initiative, decisiveness and the ability to acquire new knowledge
- Ability to work under pressure and meet tight deadlines

KEY PERFORMANCE AREAS

- Implementation of the National Mental Health Framework and strategic plan.
- Strengthen Health system effectiveness and protect human rights.
- Improve mental health of the general population in all spheres of the health service in support of a long and healthy life for all KZN citizens.
- Development of integrated services and policies, and provision of technical support to all components of the district mental health system.
- Strengthen the complete spectrum of mental health service and interventions for Children and Adolescents at community and health service level to decrease morbidity, prevent social ills.
- Monitor mental health related patient safety incidents (PSI's) in the district and assist facilities to develop and implement QIP's.
- Provide inter-sectorial and interdepartmental collaboration and technical support for Mental Health and substance abuse services to strengthen systems effectiveness.
- Assist with licensing, monitoring, evaluation, identifying gaps, and developing quality improvement plans for community based mental health services that are not run under the auspices of the department of Health.
- Facilitate and monitor implementation of Mental Health information systems.
- Ensure that the district complies with the legislation and policy provision i.e. the Mental Health Care Act 17 of 2002 and its Regulations.
- Facilitate and monitor the functioning of Mental Health Review Board.
- Participate in campaigns and other related activities to promote mental health and prevent illness in the district.
- Provide monthly, quarterly, annual, and ad hoc reports on the mental health Programme as requested by district and provincial management.
- Prioritise research Programmes related to Mental Health and substance abuse.

Enquiries : Ms. ES Mbambo
Telephone number : 031 240 5313

ALL APPLICATIONS SHOULD BE FOWARDED TO:

**District Human Resource Manager
EThekweni District Office
Private Bag X54318
Durban, 4000**

**OR Hand-delivered to:
Highway House
Room 5A11
83 King Cetshwayo Highway, Mayville**

or emailed to EthekweniDistrictHealth.HRJobApplication@kznhealth.gov.za

CLOSING DATE FOR APPLICATIONS IS: 30 September 2024