



Reference : HRM 7/1/2
Enquiries : Miss L Mthlane
Telephone : (033) 395 2383

21 May 2024

**TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS**

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No.G24 /2024

The contents of this Circular Minute must be brought to the notice of all eligible employees on 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 CANDIDATES:-

1. 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.gov.za.
 - (b) Comprehensive CV (with detailed experience).
 - (c) Copies of qualification, Registration Certificate with HPCSA and drivers licence **need not** be submitted when applying for the employment. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

 2. The Reference Number must be indicated in the column provided on the form Z.83.
- NB:
- (a) Failure to comply with the above instructions, faxed and e-mailed application will disqualify the applicants. Faxed and e-mailed applications will **NOT** be accepted.
 - (b) **The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**
3. Competency and a battery of assessment and reference checking will be done as part of the selection process. (If applicable)

4. Further, it will be required from the respective successful candidates to enter into a permanent employment contract and a Performance Agreement with his/her immediate supervisor.
5. **Persons with disabilities should feel free to apply for the post.**
6. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
7. Applicants in possession of a 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.

CLOSING DATE FOR APPLICATION IS: 31 July 2024

**HEAD OF DEPARTMENT: HEALTH
KWAZULU-NATAL**

DEPARTMENT OF HEALTH: KWAZULU-NATAL

(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.)

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. **Failure to complete or disclose all information will automatically disqualify the applicant.** The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Faxed and e-mailed applications will **NOT** be accepted. **•The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only** shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resource. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: please ensure that you submit your applications before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

POST : **ASSISTANT DIRECTOR: DIVERSITY AND EMPLOYMENT EQUITY MANAGEMENT: HUMAN RESOURCE MANAGEMENT SERVICES**

SALARY : **SALARY NOTCH: R 444 036 per annum: Salary Level 9**

REFERENCE NO : **G54/2024**

CENTRES : **HEAD OFFICE: PIETERMARITZBURG**

APPOINTMENT REQUIREMENTS:- • Matric/ Grade 12. **PLUS**• Degree/National Diploma in Human Resource Management / Public Management / Business Administration. **PLUS** A minimum of One (01) to Three (3) years appropriate supervisory experience in a Diversity Management or Human Resource Management environment. **PLUS** A valid unendorsed code B Driver's Licence (code 8)

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

Accurate capturing of data; legislative framework governing the public service • working procedures in terms of the working environment • South African Constitution • Bill of Rights • Human Rights Legislation • Labour Relations Act • Skills Development Act • Public Service Act • Employment Equity Act and accompanying Regulations • Public Service Regulations • Promotion of Access of Information Act • Promotion of Administrative Justice Act • Gender Equality Strategic Framework • Job Access Strategic Framework • Harassment Policy, Guidelines and Frameworks • DPSA Guidelines and Framework on Diversity Management • Good verbal and written communication skills • Report Writing • Financial Management • Risk Management • Organising • Influencing • Analytical • Motivational • Facilitation skills • Computer literacy at an intermediate level in the full MS Office suite.

KEY PERFORMANCE AREAS

- Execute and maintain gender, disability and employment equity policies, guidelines, procedure manuals and practices within the Department of Health.
- Provide advice and support to health districts and institutions and to develop interventional strategies, programs and practices to meet disability targets and increase access to employment as well as gender equality in the workplace.
- Plan and conduct advocacy workshops on Diversity Management in the Department with regards to gender mainstreaming and disability issues.
- Organise National events (e.g. International day of disabled persons, women's day etc.) by collaborating with the Premier's Office and other stakeholders.
- Monitor the development, review and implementation of the Employment Equity and Reports.
- Provide advice and technical support to management and institutions with regards to Employment Equity issues.
- Ensure effective, efficient and economical utilization of resources allocated to the section.

NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the Interview.

ENQUIRIES: MR XD SELEPE : 033- 395 2347

ALL APPLICATIONS SHOULD BE FORWARDED TO:- The Chief Director, Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 **OR** Hand Delivered to : 330 Langalibalele Street, Natalia Building, **REGISTRY**, Minus 1: 1 North Tower.

Attention: MISS L Mthlane