



UMKHANYAKUDE DISTRICT OFFICE

NSINDE ROAD, BEHIND KFC, JOZINI 3969 . Private Bag X026, Jozini 3969
Tel.: 035 572 1328, Fax: 035 572 1245. Email: bhekinkosi.mpupa@kznhealth.gov.za
www.kznhealth.gov.za

Reference : HRM 4/1
Enquiries : Mr. B.K. Mpupa
Date : 2024.10.09

**TO: ALL HEADS OF DEPARTMENT
IN THE KZN PROVINCIAL ADMINISTRATION**

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NO. UMKH 06/2024

The content of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in Regional /District offices. Institutions must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal working places.

DIRECTIONS TO THE CANDIDATES

1. The following documents must be submitted: -
 - (a) The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Certified copies of highest educational qualifications – not copies of certified copies. Certified Copy of a driver's license
2. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMKH 06/2024. **NB:** Failure to comply with above instructions will disqualify applicants.
3. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications)
4. Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course.
5. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

We welcome applications from persons with disAbilities 

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).

NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews

CLOSING DATE FOR APPLICATIONS: 08 NOVEMBER 2023

Signed original available on request

**Acting Director: District Health Office
UMkhanyakude Health District cluster**

POST : CLINICAL PROGRAMME COORDINATOR
COMPONENT : MCWH, PMTCT AND NUTRITION
CENTRE : UMKHANYAKUDE HEALTH DISTRICT OFFICE
REFERENCE NO. : UMKH 06/2024
NO. OF POST : 01
SALARY PACKAGE : R 520 560.00 PER ANNUM PLUS
OTHER BENEFITS : 13TH CHEQUE, MEDICAL AID (OPTIONAL) HOUSING
ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS) RURAL
ALLOWANCE (ON CLAIM BASIS)

MINIMUM REQUIREMENTS FOR THE POST:

- Diploma / Degree in General Nursing and Midwifery.
- Current registration with the SANC as a Professional Nurse.
- A minimum of 7 years appropriate or recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nursing.
- A valid code B driving license.

NB: Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service and service record) must be attached

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- Presentation Skills
- Report writing abilities
- Financial management skills
- Empathy and counselling skills
- Strong interpersonal, communication and presentation skills
- Project management skills
- Ability to make independent decisions
- An understanding of the challenges facing the public health sector
- Ability to translate transformation objectives into practical plans
- Ability to prioritize issues and other related matters and to comply with time frames
- Computer literacy with a proficiency in MS Office Software applications

KEY PERFORMANCE AREAS

- Coordinate and facilitate development of programme plans for the prevention of Mother to Child Transmission of HIV and AIDS.
- Monitor implementation of strategies contained in the plan to reduce Mother to Child Transmission
- Provide technical support to institutions through continuous monitoring and evaluation of PMTCT and ensuring that policies are adhered to at all levels
- Liaise with government and non-government organizations on issues of Prevention of Mother to Child Transmission
- Ensure implementation, monitoring and evaluation of EMTCT strategy (Last Mile) in the District.
- Participate in Operation Sukuma Sakhe programme.

Enquiries : Ms. TM Dlamini
Contact : 035-5721327
Closing Date : 08 NOVEMBER 2023

POST : CLINICAL PROGRAMME COORDINATOR: HAST
COMPONENT : HIV, AID, STI, ARV & VCT
CENTRE : UMKHANYAKUDE HEALTH DISTRICT OFFICE
REFERENCE NO. : UMKH 07/2024
NO. OF POST : 01
SALARY PACKAGE : R 520 560.00 PER ANNUM PLUS
OTHER BENEFITS : 13TH CHEQUE, MEDICAL AID (OPTIONAL) HOUSING ALLOWANCE
(EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS) RURAL ALLOWANCE (ON CLAIM BASIS)

MINIMUM REQUIREMENTS FOR THE POST: GR 1

- Grade 12 (Senior certificate)
- Diploma / Degree in General Nursing and Midwifery.
- Current registration with the SANC as General Nurse.
- A minimum of 7 years appropriate or recognizable nursing experience as a General Nurse
- Valid Driver's License(code EB)
- Proof of computer literacy.

NB: Proof of current and previous work experience endorsed and stamped by Human Resource Office (Certificate of service and service record) must be attached

RECOMMENDATIONS

- Supervision or management experience in a HAST unit.
- NIMART training

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- Report writing abilities.
- Financial management skills.
- Knowledge of District health system.
- Strong interpersonal, communication and presentation skills.
- Project management skills.
- Ability to make independent decisions.
- Ability to work under pressure and meet tight deadlines.
- An understanding of the challenges facing the public health sector.
- 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 swiftly.
- Computer literacy with proficiency in MS Office Software applications.

KEY RESPONSIBILITIES

- Ensure that clinical audits are conducted at a Sub-District level.
- Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care.
- Ensure that an orientation and induction programme is in place for newly appointed midwives.
- Ensure Programme integration into Sukuma Sakhe Objectives.
- Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers.
- Ensure HAST Programme implementation (ART/CCMT/HTS/TB and HIV integration in the district.
- Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists.

- Plan, organize and conduct community rallies and events that convey health messages and practices with support health programme strategies.
- Participate in the formulation of the District HAST operational and business plans
- Monitor budget allocated for ART/CCMT/HTS.

- Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services.
- Facilitate and conduct regular meetings with NGOs supporting the programme with the assistance of the HIV and AIDS trainer Coordinating trainings and updates for NGOs and Health Care Workers.
- Promote preventive and promotive health services through community structures and organizations.
- Work in close collaboration with other stakeholders to implement the HAST programme.
- Ensure implementation and monitoring of integrated TB and HIV information systems in the district.

**ENQUIRIES
CONTACT
CLOSING DATE**

**: Ms. TM Dlamini
: 035-5721327
: 08 NOVEMBER 2024**

POST : CLINICAL NURSE PRACTITIONER
COMPONENT : HIV AIDS – HIGH TRANSMISSION AREA
CENTRE : UMKHANYAKUDE HEALTH DISTRICT OFFICE
REFERENCE NO : UMKH 08/2024
NO. OF POST : 01
REMUNERATION : R431 265.00 PER ANNUM PLUS
OTHER BENEFITS : 13TH CHEQUE, MEDICAL AID (OPTIONAL) HOUSING ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS) RURAL ALLOWANCE (ON CLAIM BASIS)

MINIMUM REQUIREMENTS FOR THE POST

GRADE I

- Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse.
- Post basic qualification with duration of at least 1 year in Primary Health Care accredited with the SANC.
- Registration with the SANC as a Professional Nurse and current SANC receipt.
- A minimum of four (04) years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing.

NB: Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service and service record) must be attached.

GRADE II

- Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse.
- Post basic qualification with duration of at least 1 year in Primary Health Care accredited with the SANC.
- Registration with the SANC as a Professional Nurse and current SANC receipt.
- A minimum of fourteen (14) years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing.
- At least ten (10) years of the period referred to above must be appropriate / recognizable after obtaining the one (01) year post basic qualification in Primary Health Care.

NB: Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service and service record) must be attached.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- Knowledge of Nursing care processes and procedures, other relevant legal frameworks such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patient's Rights Charter.
- Interpersonal skills including public relations, conflict handling and counseling
- Good insight of procedures and policies pertaining to nursing care.
- Personal attributes: responsiveness, professionalism, supportive and assertive.
- Good communication, report writing, decision making and problem solving skills

KEY PERFORMANCE AREAS

- Provide quality comprehensive community health care by promoting preventive, curative and rehabilitative services for the clients and the community.
- Administrative services such as providing accurate statistics for evaluation and future planning
- Distribute male and female condoms.
- Provide HIV counseling and testing.

- Management of Sexual and Transmitted Infection and screening for Tuberculosis services.
- Provide Nursing care that leads to improved health service delivery by upholding principles of Batho Pele.
- Implement standards, practices, criteria and the indicators for quality nursing.
- Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care.
- Ensure provision of basic needs of patients and a safe and therapeutic environment.
- Maintain constructive working relationship with Nursing and other stakeholders.
- Keep good valid record on all client intervention.
- Ensuring proper utilization of all resources efficiently and effectively.

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CLOSING DATE**

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: 08 NOVEMBER 2024**

NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews

**Applications to be forwarded to: The Manager District Health Office
Umkhanyakude Health District Office
P/ Bag x 026
JOZINI
3969**

Attention: Mr. B.K Mpupa: Assistant Director: HRM