

ADVERT FOR
DISTRICT MENTOR COORDINATOR REF NUMBER UTHUK 11/2024 CLOSING DATE 25 OCTOBER 2024



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Postal Address Private Bag X9958 Ladysmith 3370

UThukela District Office

Physical Address : 32 Lyell Street, Ladysmith

Tel: 0366312202 Fax: 0366310530

Email address: thulisile.simelane@kznhealth.gov.za

www.kznhealth.gov.za

ADVERTISEMENT OF POST

TO: ALL HEAD OF INSTITUTIONS AND DEPARTMENTS

VACANCIES IN THE DEPARTMENT OF HEALTH: UTHUKELA DISTRICT OFFICE
CIRCULAR MINUTE: UTK 04/2023

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

DIRECTION TO CANDIDATES

1. The following documents must be submitted:

- **The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full.**
- **Detailed Curriculum Vitae (CV). Information such as Educational qualifications date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV.**
- **Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only.**
- **The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. UTHUK 09/2022.**

2. People with disabilities should feel free to apply.

NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted.

4. The appointment is subjected to positive outcome obtained from the State Security Agency (SSA) to the following checks: Security Clearance, Citizenship Qualification, CIP checks and previous employment experience.

5. Should you not be contacted within 2 months of the closing date of the advertisement, please consider your application to be unsuccessful.

6. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered).

7. Please note that due to financial constraints, no S&T payments will be considered to candidates that are invited for the interview.

(This department is an equal opportunity; affirmative action employer whose aim is to promote representatively in all occupational categories in the Department)

All Applications Should Be Forwarded To: The Human Resource Manager: UThukela Health District Office, Private Bag X9958, Ladysmith 3370 OR Hand Deliver to: 32 Lyell Street, Ladysmith 3370 . OR Email your application at: Uthukela.HRJobapplication@kznhealth.gov.za

(For attention: HUMAN RESOURCE MANAGER)

Closing Date: 25 October 2024


MRS. N.C NDHLOVU
DISTRICT DIRECTOR: DHO
UTHUKELA DISTRICT OFFICE


DATE

ADVERT FOR

DISTRICT MENTOR COORDINATOR REF NUMBER UTHUK 11/2024 CLOSING DATE 25 OCTOBER 2024

POST : DISTRICT MENTOR COORDINATOR (level 8)
COMPONENT : Clinical Programmes (HAST)
CENTRE : UThukela Health District Office
REFERENCE : UTHUK 11/2024
REMUNERATION : R 376 413 p.a
BENEFIT : 13th Cheque, Medical Aid (optional), Housing Allowance
(Employee must adhere to prescribed requirements) Medical Aid (Optional)
Rural allowance (on claim basis)

MINIMUM REQUIREMENTS FOR THE POST

- Grade 12/ Matric Certificate
- A 3 year Degree / National Diploma in Social Science
- Current Registration with the relevant council
- A minimum of 3-5 years HIV/AIDS counselling experience
- **Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department**

RECOMMENDATIONS

- Proof of Computer Literacy- Ms Office (Word, Excel, Outlook & PowerPoint)
- 10 day Basic HIV Counselling Course Certificate that meets National Minimum Standards
- A 10 day Mentorship Course Certificate that meets national minimum standards

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Strong communication and human relation skills
- Presentation/education skills
- Report writing skills
- Networking and liaison skills
- Stress management skills
- Decision making skills
- Case management skills
- Chairing of meetings skills

KEY PERFORMANCE AREAS

- Co-ordinate the monitoring and evaluation of the quality of counselling service provided at public health facilities and market counselling services and the mentorship Programme.
- To assess the mentorship and support needs of District Lay Counsellors and District Site Mentors situated within the VCT, PMTCT, ARV, TB programmes, including non-medical and mobile sites.
- To manage and co-ordinate the identification and addressing of Site Mentor training and development needs, including skills updates.
- To ensure the effective integration of mentorship and support functions within District Health Institutions, in line with service integration principles by liaising and networking with other support programme.
- To serve an advisory function with regard to HIV and AIDS counselling service complaints and oversee establishment of support groups of people infected with and affected with HIV and AIDS.
- To manage and coordinate the establishment of Lay Counsellor support groups and provide mentorship where a site mentor is not available to do so.
- To support the District and Provincial offices in the collection and submission of complete and accurate mentorship Programme and clinical data and assist with relevant IEC material development.

ENQUIRIES: Mrs. T.J. Mpembe

Telephone: 036 6312202 Ext. 102

CLOSING DATE: 25 October 2024