



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: Thokozani.Mlalazi@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 02/2024

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: Uthukela.HRJobapplication@kznhealth.gov.za.

(For attention: HUMAN RESOURCE MANAGER)
Original signed by DD

Closing Date: 15 November 2023

MRS. N.C NDHLOVU
DISTRICT DIRECTOR
UTHUKELA DISTRICT OFFICE

24/10/2024
DATE

ADVERTISEMENT

POST : CLINICAL PROGRAMME CO-ORDINATOR: TRAINING AND DEVELOPMENT
COMPONENT : NURSING
CENTRE : UThukela Health District Office
REFERENCE : UTHUK 12/2024
REMUNERATION : R 520 560 .00 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.
- An appropriate B Degree / National Diploma or equivalent qualification in Nursing PLUS
- Minimum of 7 year appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing
- Registration as a Midwife /Accoucheur with SANC
- Current Registration with SANC
- Valid Driver's License – Code 8 plus
- **Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department.**

RECOMMENDATION

- Proof of Computer Literacy- Ms Office (Word, Excel, Outlook & PowerPoint)

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Strong interpersonal and communication skills
- Report writing
- Knowledge on District Health Systems
- Knowledge of relevant regulation and policies
- An understanding of challenges facing the Public Health sector
- Ability to translate and transform objectives into practical plan
- Leadership, organizational, decision making and problem solving abilities within the DHS framework

KEY PERFORMANCE AREAS

- Develop curricula based on monitoring and evaluation activities within the District in conjunction with health care specialist.
- Ensure alignment of all training plans to the National Development Plan.
- Monitor the training health budget and ensure timeous procurement of all required resources.
- Monitor that all facilities are well covered in terms of training, for comprehensive and quality service delivery.
- Ensure programme integration into Operation Sukuma Sakhe objectives, both at the Hospital and PHC levels.
- Ensure sustainable training plan for all personnel during and beyond the COVID 19 pandemic.
- Participate in quality improvement programmes and clinical audits.
- Ensure the effective, efficient and economical management of allocated resources of the division.
- Ensure mentorship and coaching is conducted after training to improve clinical competency.
- Compile weekly, monthly and quarterly reports, submit to direct supervisor, HRD and RTC.
- Forward all training registers to District HRD and RTC.
- Ensure coordination of all logistics once invitations are received from RTC or Provincial Programme Managers.
- Monitor strengthening of health system effectiveness
- Conduct all Mental Health and Non-Communicable Diseases training
- Contribute to the reduction of Mental Health complications
- Ensure that proper screening of Mental Health IS Conducted
- Ensure that proper screening of Non-Communicable diseases is conducted
- Ensure integration with the TB, HIV,MCWH programmes
- Ensure compliance of Mental Health and Non-Communicable diseases treatment
- Support in the formulation and sustainability of support and adherence clubs
- Monitor improvement quality of care by ensuring that all PHC facilities and the CHC are providing the full package of care to Mental Health Care Users

ADVERT FOR CLINICAL PROGRAMME COORDINATOR – TRAINING AND DEVELOPMENT
REF NUMBER: UTHUK 12/2024 CIRCULAR NUMBER: UTK 02/2024 CLOSING DATE: 15 NOVEMBER 2024

- Ensuring Mental Health and Non Communicable Diseases capacity building and sustainability of the functioning of Clinic Committees
- Orientation and Induction of all new PHC Supervisor, OM's and PHC Trainers on the Mental Health and Non-Communicable Diseases
- Ensure timeous compilation and submission of Mental Health and Non-Communicable reports to the next level of Management, HRD and the RTC
- Ensure capacity building of Outreach Team Leaders, CHW's and other PHC Outreach teams on Mental Health and Non-Communicable Diseases
- Ensure mentoring and coaching of the District Programme Managers on Mental Health issues
- Ensure the Mental wellbeing of the personnel within the District and offer the necessary care, treatment, support and referral

ENQUIRIES: Mrs. T.J. Mpembe

Telephone: 036 6312202 Ext. 102

CLOSING DATE: 15 November 2024