



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Human Resource Office

Private Bag X6661, NEWCASTLE, 2940

50 Harding street First Floor Nedbank Centre, Newcastle, 2940

Email: Vusi.khumalo3@kznhealth.gov.za Tel: 034 312 1174

Enquiries: Mrs. T.N.B. Dube
Date: 21 January 2026

TO: ALL DEPARTMENTAL EMPLOYEES

Vacancies in the Department of Health, Amajuba Health District **FACILITY INFORMATION OFFICER (LEVEL 7)**
Reference Number: **AMAJ02/2026**

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

DIRECTIONS TO CANDIDATES:

- The following documents must be submitted: Application for Employment Form (Z83), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za
 - All applicants must use the new Z83 form
 - Detailed Curriculum Vitae must be attached stating relevant experience
 - Applicants need not to send certified copies of highest educational qualifications, ID document and Driver's License, only shortlisted candidates will be required to submit certified copies
 - Only shortlisted candidates will be required to submit certified copies before the interview date and failure to submit all the required documents will be automatically disqualified.
- The Reference Number must be indicated in the column provided on the form Z83, e.g. AMAJ09/2024. Failure to comply with the above instructions will lead to disqualification of applicants.
- Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only.
- Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews.
- Please note that a pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken.
- Applicants in possession of 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
- This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.*

All documents to be posted to: Attention: Mrs. T.N.B. Dube, Amajuba Health Office, Private Bag X6661, Newcastle, 2940 OR Dropped off in the applications box, 50 Harding Street First Floor Nedbank Centre, Newcastle, 2940

CLOSING DATE: 03/02/2026

Employment Equity Target for this post is African Male


Mrs. T.N.B. Sakyi
District Director
Amajuba Health District Office

2026/01/21



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POST: FACILITY INFORMATION OFFICER (LEVEL 7)
CENTRE: Amajuba District Office
REFERENCE: AMAJ 02/2026
NO OF POSTS: 01
COMPONENT: HAST Data Management
SALARY: R325 101.00 - R345 054.00 per annum plus 13th Cheque, medical aid (optional) and conditional housing subsidy

MINIMUM REQUIREMENTS

- Senior Certificate (Grade 12) or equivalent
- National diploma / Degree in information Technology / Management Information Systems / Statistics / Computer Science.
- Valid Driver's License (Minimum Code EB)

RECOMMENDATIONS

- Computer literacy MS Word, Ms Excel, Ms Power Point and Ms Outlook. Proof must be provided.
- A minimum of 1 year experience in Routine Health Information System (Anti-Retroviral Therapy – (ART) TIER .NET/ District Health Information System (DHIS) / Electronic TB Register (ETR. HPRS) would be an added advantage.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Strong communication skills
- In Depth Knowledge and skills in Information Systems and Data Management
- The ability to compile meaningful presentations and / or graphic presentation of statistics and to compare to strategic objectives with reported results
- High level of accuracy
- Technical knowledge in the Information technology Environment
- Ability to work under pressure and meet tight deadlines

KEY PERFORMANCE AREAS

- Roll out (install) TB/HIV Information System & HPRS (ART, TIER, NET) in health facilities within district.
- Conduct training on routine Health Information System (ART TIER.Net / EDR Web, DHIS and HPRS).
- Maintain and provide technical support to all routine Health Information System (ART TIER.NET / ETR.net District Information System (DHIS) / Electronic Drug Resistant (EDR Web)
- Ensure accurate, consistent and timeous reporting of HEALTH programmes data from all facilities within the District.
- Co-ordinate the collection of routine and non-routine data inclusive of surveys.
- Populate template for programmes reporting

Enquiries : **Ms. B.F. Khanyi**

Closing date : **03/02/2026**