KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE

Private Bag **X54318, Durban, 4000**
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www.kznhealth.gov.za

ETHEKWINI DISTRICT OFFICE : HUMAN RESOURCE

AMENDED ADVERTISEMENT

TO: ALL HEADS OF INSTITUTIONS AND DEPARTMENTS

The content of this circular minute must be brought to the attention of all eligible personnel and employees in your establishment without delay. Institutions 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:
   - Application for employment Z83 which is obtainable at any Government Department or from website www.kznhealth.gov.za. Z83 should be completed in full and signed.
   - 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**, Certification of all documents must not be older than 6 months.
   - Detailed Curriculum Vitae
   - The reference number of the post must be indicated in the column provided in the Z83, **e.g. ETH 0108/2026**

NB: Failure to comply with the above instructions will disqualify applicants

3. This department is an equal opportunity, affirmative action employer whose aim is to promote representativity in all occupational categories in the Department. **People with disabilities are encouraged to apply.**

4. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks:
   - Security Clearance
   - Citizenship
   - Qualifications, CIPC checks and
   - Previous employment experience

5. Please note that due to the large number of applications received, applicants will not be acknowledged. However, should you not receive any response after four weeks from the closing date of this advert; consider your application as being unsuccessful.

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

Signed copy available on request

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DISTRCT DIRECTOR
ETHEKWINI DISTRICT OFFICE.

CENTRE	**:**	eThekwini District Office
POST	**:**	Assistant Director: Human Resource Management
REFERENCE NO	**:**	ETH 04 /2026
COMPONENT	**:**	Human Resource Management
NO. OF POSTS	**:**	1
SALARY SCALE	**:**	R 487197.00 – R573 987.00 P.A.
OTHER BENEFITS	**:**	Home Owner Allowance (conditions apply) ,13th Cheque (conditions apply), Medical Aid (Optional

MINIMUM APPOINTMENT AND EXPERIENCE REQUIREMENTS:

Senior Certificate or equivalent. Bachelor's Degree or National Diploma in Human Resource Management/ Personnel Management/ Human Resource Development or Public Management. A minimum of five years operational experience in Human Resource of which three years of that must be supervisory experience in Human Resource. Valid Driver's license. Confirmation of current and previous experience (Certificate of service) stating the relevant experience endorsed and stamped by HR will be requested only to the shortlisted candidates.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

Knowledge of Public Service Act, Public Service Regulations and other prescripts applicable to Human Resource. Knowledge of PERSAL system. Knowledge of basic principles of HR Management. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills. Financial Management, Change Management. Time management, facilitation skill, risk management. Good interpersonal relation skills. Computer literacy. Auditing skill and report writing skills. Problem solving and Decision-making skills.

KEY PERFORMANCES AREAS:

Provide strategic leadership of human resource management for the facility. Manage all Human Resource components, that is, Human Resource Practices, Human Resource Planning and Development, Staff Relations and Employee Wellness and ensure the provision efficient and effective services are provided. Monitor and evaluate human resource activities of the district office human resource. Ensure quality development of HRMS in line with norms and standards for CHC Ideal Clinic Realization and Maintenance Programme. Ensure effective human resource records and documents management system. Manage the payroll programme. Ensure the timely and efficient compensation of employees. Manage recruitment, selection and verification processes. Ensure the co-ordination of Institutional Management Labour Committee Meetings (IMLC). Ensure training of staff on labour relations matters. Ensure compliance with grievance and disciplinary procedures. Coordination of conciliation, mediation and arbitration proceedings. Ensure that misconduct cases in the institution are dealt with timeously. Oversee co-ordination of Institutional Employee Health and Wellness activities. Provide leadership in managing processes of aligning organizational, and post establishment structures with emerging service delivery demands as well as the imperatives set in the Annual Performance Plan for the facility or the district office. Serve in the transformation activities of the department and the district office such budget allocations as well as standard and workload statistics. Conduct staff satisfaction surveys and exit interviews. Oversee the effective implementation of the Human Resource Management policy imperatives and ensure consistency in the application. Develop strategies aimed at improving service delivery. Ensure and facilitate the consolidation of HR Plan for the facility. Provide early warnings and develop innovative solutions to overcome identified problem areas.

ENQUIRIES: Mrs. N.F. Mapumulo **CONTACT NO:** 031 273 5307

CLOSING DATE: 28 September 2026

ALL APPLICATIONS SHOULD BE FORWARDED TO:

Email:EthekwiniDistrictHealth.HRJobApplication@kznhealth.gov.za or Hand delivery: The HR Manager, EThekwini District Office, 85 King Cetshwayo Highway, Mayville, Durban, 4000. Or Courier to: The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000.

CENTRE	**:**	eThekwini District Office
POST	**:**	Assistant Director: Finance M & E
REFERENCE NO	**:**	ETH 05 /2026
COMPONENT	**:**	Finance M&E
NO. OF POSTS	**:**	1
SALARY SCALE	**:**	R 487197.00 –R573 987.00 P.A.
OTHER BENEFITS	**:**	Home Owner Allowance (conditions apply) ,13th Cheque (conditions apply), Medical Aid (Optional).

MINIMUM APPOINTMENT AND EXPERIENCE REQUIREMENTS:

Senior Certificate or equivalent qualification. Degree or Advanced Diploma in Cost and Management Accounting/Financial Management at NQF level 7. A minimum of five (5) years' experience in Financial Management of which three (3) years' must be supervisory experience in Financial Management environment. Valid driver's license. Confirmation of current and previous experience (Certificate of service) stating the relevant experience endorsed and stamped by HR will be requested only to the shortlisted candidates.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

Detailed knowledge of budgeting and financial management area of operation and associated processes. Ability to communicate with all stakeholders and role –players at all levels in clear and unambiguous language. Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Sound Management, negotiation, interpersonal and problem-solving skills. Knowledge of Labour Relations, discipline and grievance procedure. Good organizational and planning skills and ability to make independent decisions. Knowledge of departmental and transversal systems e.g. (PERSAL, Vulindlela and BAS). Knowledge of MS office Software applications. Numerical skills and understanding of grant funding management

KEY PERFORMANCES AREAS

The incumbent of this post will report to the Deputy Director: Finance M&E, and will be responsible to report on activities to ensure effective and efficient production of reliable information on the District Grants financial Management of the Department. Facilitate development of grant funding business plan per financial year. Coordinate, manage and collate/consolidate budget estimates for grant funding as per business plans. Facilitate the division/distribution of the budget allocation between all sub-programmes. Prepare, analyse and report on expenditure versus budget for the entire grant funding in the district. Manage, coordinate and provide guidance to cash flow meetings and spending patterns. Identify, rate and institute control measures to minimise financial risks in the district. Conduct analysis on the expenditure trend to determine whether budgetary allocations are in line with the envisaged output performance and targets as per business plan. Provide regular reports pertaining to the grant performance for example DORA reports, variance reports and other reports. Manage the journalising process within the institution. Ensure correct staff linking and verification within objectives and responsibility. Manage resources with the sub-directorate. Conduct support visits to institutions within the district

ENQUIRIES: Mr A. Bera CONTACT NO: 031 273 5307

CLOSING DATE: 28 September 2026

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CENTRE	**:**	eThekwini District Office
POST	**:**	Assistant Director: Fleet
REFERENCE NO	**:**	ETH 06 /2026
COMPONENT	**:**	Fleet Management
NO. OF POSTS	**:**	1
SALARY SCALE	**:**	R 487197.00 –R573 987.00 P.A.
OTHER BENEFITS	**:**	Home Owner Allowance (conditions apply) ,13th Cheque (conditions apply), Medical Aid (Optional).

MINIMUM APPOINTMENT AND EXPERIENCE REQUIREMENTS:

Senior Certificate or equivalent qualification. Degree or National Diploma in Transport Management or Public Management or Public Administration. A minimum five (5) years' experience in fleet management of which three (3) years must be supervisory experience in Transport related environment. Valid driver's license. Confirmation of current and previous experience (Certificate of service) stating the relevant experience endorsed and stamped by HR will be requested only to the shortlisted candidates.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

Ability to apply technical/professional knowledge and skills in the work area and wider work environment. Ability to keep abreast of work-related developments. Change Management, Decision making, time management skills. Risk Management Skills. Good interpersonal relation skills. Public Service Financial Management, Departmental policies and procedures. Project management. Intermediate Human Resources Development, General management. Strategic management, Skills Development Act, LRA, BCEA. Leadership, Facilitation, Computer literacy skills. Good Presentation skill, Innovative, Analytical, Verbal and written communications skills. Good People Management skill.

KEY PERFORMANCES AREAS

Oversee management and use of the fleets in hospitals, CHCs, EMS, Mortuaries and PHC. Ensure compliance to fleet management policies and prescripts. Conduct fleet audits. Compile and present reports to district management and provincial office as required. Monitor and report on fleet management indicators on Annual Performance Plan. Ensure availability of fleet to reduce complaints by monitoring that servicing and necessary repair are conducted. Conducting physical inspections to determine the condition of fleet for possible damage. Identifying underutilized and vehicles due for replacement (BOS). Monitor the allocation of KZN vehicles and vehicles used for private on official use. Maintain proper records for fleet management and audit purposes. Ensure functionality of accident committees across the district. Identify fleet risks related to fleet management and implement mitigation strategies. Monitor fleet expenditure across the district. Conduct stakeholder engagements for rationalization of transport. Provide on road, emergency support for incidents relating to fleet for example hijacking and accident. Provide input and implement policies pertaining licensing of district vehicles. Monitor licensing disc and tracking disc for all vehicles in the district. Monitor asset register of Departmental vehicles. Coordinate and monitor payment of fines to relevant traffic departments.

ENQUIRIES: Mrs. R.S. Nene **CONTACT NO:** 031 273 5307

CLOSING DATE: 28 September 2026

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