KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:
Fort Napier Hospital
Human Resources Management

Physical Address
Postal Address: P.O. Box 370
1 Devonshire Road
Pietermaritzburg 3200
Tel: 033 260 4317 Fax: 033 3420818 / Email:Sbongile.ndlovu@kznhealth.gov.za
www.kznhealth.gov.za

Enq: Ms S.P. Ndlovu
Date: 13 September 2026

TO ALL HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment in all institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
a) Application for Employment Form (Z83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za. Applicants must use the most recent Z83 form
b) A detailed Curriculum Vitae;
2. Please note it is no longer a requirement to submit copies of qualifications; only shortlisted candidates will be required to produce certified copies of documents before the day of the interview.
3. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (FNH 05/2026)
4. People with disabilities should feel free to apply for the post
5. Please note that due to the number of applications anticipated, applications will not be acknowledged. Applicants are respectfully informed that, if no correspondence is received within 3 months after the closing date, please consider your application as unsuccessful.
6. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non –RSA Citizen/Permanent Residents/Work Permit holders must submit documentary proof together with their applications
7. The Department reserves the right not to fill the post.

NB:

a) **Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will not be accepted.**
b) **The appointments are subject to positive outcomes obtained from the State Security Agency (SSA)to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualification by SAQA, verification from Company Intellectual Property Commission (CIPC)**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational categories

PLEASE NOTE THAT DUE TO BUDGET CONSTRAINTS S&T WILL NOT BE PAID TO THOSE WHO ATTEND THE INTERVIEW

The closing date for all applications is: 30th September 2026

Checked By _____ **Date:** 14/09/2026

MS FN MOKWENA
CHIEF EXECUTIVE OFFICER
FORT NAPIER HOSPITAL

POST : Occupational Therapy Technician
INSTITUTION : Fort Napier Hospital
NUMBER OF POST : 01
REFERENCE : FNH 05/2026
SALARY : R279 870.00 (GRADE 1)
OTHER BENEFITS : 13TH Cheque / Medical Aid Optional / Housing Allowance (Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS

- Senior certificate (Grade 12)
- Certificate for Occupational Therapy Technician
- Current registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy Technician

KNOWLEDGE, SKILLS,TRAINING & COMPETENCIES REQUIRED:

- Sound knowledge of the current Health and Public service legislation, Regulations and Policies.
- Sound knowledge in the application of Clinical Occupational Therapy theory, practice and ethics.
- Adequate knowledge and competent use of therapeutic media, equipment, craft and rehabilitation activities.
- Good communication, team building and problem solving skills.
- Demonstrate leadership ability, discipline and interpersonal skills.
- Good ability to organize self and the duties allocated for efficient time management.

KEY PERFORMANCE AREAS:

- To run allocated vocational rehabilitation area effectively and efficiently under supervision of the allocated Occupational Therapist.
- Maintain the vocational rehabilitation area (physical and social environment) in a workable /therapeutic state. Ensure health and safety of clients, equipment's are maintained and stock taking is up to date.
- Ensure that the clinical programs prescribed by the OT are prepared, ongoing and group referrals are carried out promptly. Provide individual and group treatment of psychiatric patients.
- Ensure that there is a variety of sport and games for patients to choose from and assist with the running of Leisure Club programs
- To contribute to the overall wellbeing of the patient in the multi–disciplinary team effort in the treatment and psychosocial rehabilitation of patients.
- Assist with screening of patients requiring assistive devices and the refferal process thereof. Assist with the service and maintainance of assistive devices. Training patients on the use of assistive devices.
- Contribute towards the planning of therapeutic events and activity projects.
- Participate in continous professional development programs (CPD), inservice programs and resource development
- To undertake adminstrative duties i.e accurate record keeping, statistics, stock taking,
- Involvement in the departmental meetings and hospital committees
- To promote the implementation of Batho Pele principles in the execution of duties for effective service delivery

ENQUIRIES: Ms. AN Ngobe
Telephone: 033 260 4448

The Human Resource Manager
Fort Napier Hospital
PO Box 370
Pietermaritzburg, 3201
(Attention Ms. SP Ndlovu)

or

Hand delivered to:
01 Devonshire Road
Napierville
Pietermaritzburg, 3201
Closing Date: 30 th September 2026