KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

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DIRECTORATE:
Human Resource Management Services
Recruitment and Selection

Reference : HRM 7/1/2
Enquiries : Mr. A Memela
Telephone : 033 395 2055

Date: 04 September 2026

TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No. G24/2026

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of 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. 1. The following documents must be submitted:-
   (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
   (b) A comprehensive CV (with detailed experience).
   (c) Copies of qualifications and driver's license **need not** be submitted when applying for employment.

2. The Reference Number must be indicated in the column provided on the form Z.83.

3. **Persons with disabilities should feel free to apply for the post.**

NB: (a) Failure to comply with the above instructions will disqualify applicants. Faxed 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 Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**

4. Competency assessment and reference checking will be done as part of the selection process. (If applicable).

DPSA NOTE: "All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competency assessment (in compliance with the DPSA Directive on implementation of competency

based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools"

5. The inclusive remuneration packages indicated on all the enclosed advertised posts consist of basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of the applicable rules.

6. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor.

7. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

8. Applicants in possession of a 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 representivity in all levels of all occupational categories in the Department.)

CLOSING DATE FOR APPLICATION IS: 30 SEPTEMBER 2026

HEAD OF DEPARTMENT: HEALTH
KWAZULU-NATAL

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CHIEF EXECUTIVE OFFICER: LEVEL 13
LADYSMITH REGIONAL HOSPITAL
REFERENCE NO. G46/2026

An all Inclusive SMS Salary Package of Salary Level 13: R1 317 384.00 per annum
The salary package is highly negotiable between R1 317 384 to R1 551 807.00 per annum to attract clinically qualified candidates with the appropriate management experience who are already earning within this salary range.
Additionally, qualifying candidates may perform commuted overtime in line with the approved policy of the department.

APPOINTMENT REQUIREMENTS: - •An undergraduate qualification (NQF level 7) in a clinical related field, with valid registration with the relevant professional body, •A post graduate degree/diploma in management •5 years of experience at middle managerial level. •Unendorsed valid Code B driver's licence (Code 08).

RECOMMENDATION: - •Management experience at a Regional/Tertiary Hospital will be an added advantage.

NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post.

NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

COMPETENCIES: -

Knowledge:

- Knowledge of relevant legislations such as the National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies;
- **Core Competencies: -**
  Strategic capability and leadership;
  Programme and project management;
  Financial management
  Management of people and empowerment.
- **Progress Competencies:**
  Service delivery innovation;
  Knowledge management;
  Problem solving and analysis;
  Communication;
  Client orientation and customer focus.

KEY PERFORMANCE AREAS: -

Job Purpose: -

- To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and governance requirements;
- To represent the hospital authoritatively at provincial and public forums;

- To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.

Strategic Planning: -
- Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategic goals and Objectives.

Financial Management: -
- Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation;
- Ensure appropriate asset management and accountability of all assets of the institution;
- Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress;
- Maximize revenue through collection of all income due to the hospital.

Facilities Management: -
- Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery;
- Ensure that systems and procedures are in place for infrastructure planning and timeous maintenance of the facility and its equipment.

Human Resource Management: -
- Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources;
- Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees;
- Ensure continuous development and training of personnel and implement monitoring and evaluation of performance.

Procurement and Management of Equipment and Supplies: -
- Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts;
- Ensure that goods and services are procured in a cost effective and timely manner;
- Ensure sound contract management for all contracted services.

Clinical and Corporate Governance: -
- Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committees/bodies.
- Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities;
- Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

ENQUIRIES: MRS RT DUBE : 033- 940 2499

Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details.

"Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address Headoffice.Jobapplication@kznhealth.gov.za.

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

ALL APPLICATIONS SHOULD BE FORWARDED TO: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 ***OR*** Hand delivered to: 330 Langalibalele Street Natalia Building, **REGISTRY,** Minus 1:1 North Tower
(Attention: Mr. A Memela)