KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:
Human Resource Management Services

ILEMBE HEALTH DISTRICT OFFICE
Pysical Address: 1 King Shaka Street, King Shaka Centre
Postal Address: Private Bag X 10620, KwaDukuza 4450
Tel: 032 437 3500 **Fax:** 032 552 1878
Email: mandla.mthembu@kznhealth.gov.za

ENQUIRIES: Mrs R. Bhagwandin
TELEPHONE: 032 - 4373500

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 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. The following documents must be submitted:

(a) 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.

(b) **Detailed** Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV.

(c) Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only.

(d) Applications must be submitted **on or before the closing date**.

NB: **The educational qualifications documents need not be sent with application for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview**

2. The Reference Number must be indicated in the column provided on the form Z.83 e.g. EMSILE 01/2026

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(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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**

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

4. **Persons with disabilities should feel free to apply for any of the advertised posts.**

5. 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.

6. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

7. 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.

8. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

NB: DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S &T TO CANDIDATES ATTENDING THE INTERVIEWS

This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

Closing date for the Applications: 28 September 2026

PLEASE FORWARD APPLICATIONS TO: or Hand Deliver to:
Mandla.mthembu@kznhealth.gov.za Corner of 1 King Shaka Street and Cato Street
3RD Floor King Shaka Building

The Director: District Health Office
ILembe Health District Office
Private Bag x10620
KwaDukuza
4450

For Attention: Mr M.D Mthembu

Original signed by Director: DHO

DIRECTOR: DISTRICT HEALTH OFFICE
ILEMBE HEALTH DISTRICT OFFICE

POST	COMPONENT	NO. OF POSTS	REFERENCE NO.
Clinical Nurse Practitioner (PHC)	**KwaDukuza PHC**	**02**	**GLEN 01/2026**

CENTRE : **Ilembe Health District Office (KwaDukuza Primary Health Care)**

REMUNERATION : **Grade 1 R 495423 - R 581931 per annum 8% plus rural allowance**
Grade 2 R 607350 - R 752913 per annum 8% plus rural allowance

OTHER BENEFITS : **13TH Cheque, Medical aid (optional), and Housing allowance (Employee must meet prescribed requirements)**

MINIMUM REQUIREMENTS FOR THE POST: GRADE 1

- Matric Certificate or Grade 12 (Senior Certificate)
- Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus,
- Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus,
- Current Registration with SANC
- A minimum of 4 years appropriate/ recognizable nursing experience as s General Nurse

MINIMUM REQUIREMENTS FOR THE POST: GRADE 2

- Matric Certificate or Grade 12 (Senior Certificate)
- Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus,
- Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus,
- Current Registration with SANC
- A minimum of 14 years appropriate/ recognizable nursing experience after registration as s General Nurse with SANC of which 10 years of the period must be appropriate/ recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care.

NB: 1. Please note that most of the Clinics in KwaDukuza Sub District operates from 07h00 to 18h00. KwaDukuza Clinic operates over 24 hours, Mpumelelo and Groutville Clinic operates on call after 18h00

2. Staff may be requested to relieve/ allocated in any of the nine (09) facilities within the Sub District if and when the need arises.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:

- Knowledge of all applicable legislations such as Nursing Acts, Mental Acts, OH & S Act, Batho Pele Principles and Patient's Rights Charter, Labour Relations Act, Grievance procedure, etc.
- Leadership, organizational, decision making and problem solving, conflict handling and counseling
- Good listening and communication skills
- Co-ordination and planning skills
- Team building and supervisory skills
- Good interpersonal relationship skills

- Good insight of procedures and policies pertaining to nursing care
- Ability to assist in information of patient care related policies

KEY PERFORMANCE AREAS:

- Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and community
- Ensuring proper utilization and safekeeping of basic medical equipment, surgical and pharmaceutical stock
- Assist in orientation, induction and monitoring of all nursing staff
- Provide direct and indirect supervision of all nursing staff and to give guidance
- To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele
- Execute duties and functions with proficiency and perform duties according to scope of practice
- Implement infection control standards and practices to improve quality nursing care
- Assist with conducting clinical audits and developing quality improvement plans
- Improve the knowledge of staff and patients through health education and in service training
- Implement Nursing care standards, and practices for quality nursing care according to guidelines and prescripts
- Maintain a constructive working relationship with nursing and other stakeholders, implementation of the Integrated Multi Stakeholder Health Promotion Strategy.
- Management of patient's records, both written and electronic.
- Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources
- Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic
- Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care
- Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net
- Ensure the collection, collation and timeous submission of accurate verified data.
- Support the realization and maintenance of ideal Clinic and OHSC Programme in the facility

Enquiries: Mrs R Bhagwandin **Contact No: 032 4373500**
Closing Date: 28 September 2026

PLEASE FORWARD ALL APPLICATIONS TO: The Director: District Health Office, ILembe Health District Office, Private Bag X 10620 KwaDukuza 4450 *OR* Hand delivered to: corner of 1 King Shaka Street and Cato Street, King Shaka Centre, KwaDukuza 4450 or EMAIL it to mandla.mthembu@kznhealth.gov.za

FOR ATTENTION: **Mr M.D Mthembu**

POST	COMPONENT	NO. OF POSTS	REFERENCE NO.
Clinical Nurse Practitioner (PHC)	**KwaDukuza PHC**	**01**	**MOB 01/2026**

CENTRE : **Ilembe Health District Office (KwaDukuza Primary Health Care)**

REMUNERATION : **Grade 1 R 495423 - R 581931 per annum 8% plus rural allowance**
Grade 2 R 607350 - R 752913 per annum 8% plus rural allowance

OTHER BENEFITS : **13TH Cheque, Medical aid (optional), and Housing allowance (Employee must meet prescribed requirements)**

MINIMUM REQUIREMENTS FOR THE POST: GRADE 1

- Matric Certificate or Grade 12 (Senior Certificate)
- Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus,
- Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus,
- Current Registration with SANC (2026)
- A minimum of 4 years appropriate/ recognizable nursing experience as s General Nurse
- Code 10 Drivers license

MINIMUM REQUIREMENTS FOR THE POST: GRADE 2

- Matric Certificate or Grade 12 (Senior Certificate)
- Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus,
- Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus,
- Current Registration with SANC (2026)
- A minimum of 14 years appropriate/ recognizable nursing experience after registration as s General Nurse with SANC of which 10 years of the period must be appropriate/ recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care.
- Code 10 Drivers license

NB: 1. Please note that most of the Clinics in KwaDukuza Sub District operates from 07h00 to 18h00. KwaDukuza Clinic operates over 24 hours, Mpumelelo and Groutville Clinic operates on call after 18h00

3. Staff may be requested to relieve/ allocated in any of the nine (09) facilities within the Sub District if and when the need arises.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:

- Knowledge of all applicable legislations such as Nursing Acts, Mental Acts, OH & S Act, Batho Pele Principles and Patient's Rights Charter, Labour Relations Act, Grievance procedure, etc.
- Leadership, organizational, decision making and problem solving, conflict handling and counseling
- Good listening and communication skills
- Co-ordination and planning skills

- Team building and supervisory skills
- Good interpersonal relationship skills
- Good insight of procedures and policies pertaining to nursing care
- Ability to assist in information of patient care related policies

KEY PERFORMANCE AREAS:

- Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and community
- Ensuring proper utilization and safekeeping of basic medical equipment, surgical and pharmaceutical stock
- Assist in orientation, induction and monitoring of all nursing staff
- Provide direct and indirect supervision of all nursing staff and to give guidance
- To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele
- Execute duties and functions with proficiency and perform duties according to scope of practice
- Implement infection control standards and practices to improve quality nursing care
- Assist with conducting clinical audits and developing quality improvement plans
- Improve the knowledge of staff and patients through health education and in service training
- Implement Nursing care standards, and practices for quality nursing care according to guidelines and prescripts
- Maintain a constructive working relationship with nursing and other stakeholders, implementation of the Integrated Multi Stakeholder Health Promotion Strategy.
- Management of patient records, both written and electronic.
- Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources
- Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic
- Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care
- Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net
- Ensure the collection, collation and timeous submission of accurate verified data.
- Support the realization and maintenance of ideal Clinic and OHSC Programme in the facility

Enquiries: Mrs R. Bhagwandin **Contact No: 032 4373500**
Closing Date: 28 September 2026

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FOR ATTENTION: Mr M.D Mthembu

POST	COMPONENT	NO. OF POSTS	REFERNENCE NO.
Operational Manager (PHC)	**Ballito Clinic**	**01**	**BAL 01/2026**

CENTRE : Ilembe Health District Office (KwaDukuza Primary Health Care)
REMUNERATION : Grade 1: R 720819 - R 821454, per annum plus 8% rural allowance
OTHER BENEFITS : 13TH Cheque, Medical aid (optional), and Housing allowance (Employee must meet prescribed requirements)

MINIMUM FOR THE POST: GRADE 1

- Matric Certificate or Grade 12 (Senior Certificate).
- Diploma or Degree in General Nursing Science and Midwifery that allows registration with SANC as a General Nurse, plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Registration Certificate with SANC as a General Nurse with Midwifery and Primary Health Care, plus, Current Registration with SANC (2026).
- A minimum of 09 years appropriate/recognizable nursing experience as a General Nurse after registration of which 05 years must be appropriate recognizable experience after obtaining 1 year post basic qualification in Primary Health Care nursing and registration as a clinical nurse practitioner.
- Preference will be given to candidate who possess a valid Code 08 Drivers License and have computer literacy.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED

- Knowledge of all applicable legislations such as Nursing Act, Mental Act, OH&S Act, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance procedure, etc.
- Knowledge of public service regulations.
- Disciplinary code, human resource policies, hospital generic and specific policies
- Leadership, organizational, decision making and problem solving, conflict handling and counseling.
- Financial and budgetary knowledge.
- Good listening and communication skills.
- Co-ordination and planning skills.
- Team building and supervisory skills.
- Good interpersonal relationship skills.
- Good insight of procedures and policies pertaining to nursing care.
- Ability to assist in information of patient care related policies.
- Computer skills in basic programmed.

PERFORMANCE AREAS

- Monitor and evaluate the performance of Primary health care services and systems within the designated services area in the line with public health indicators, set standards and target with a view to report thereon and initiate a corrective active timeously.
- Analyze health policy and programmed imperatives with a view to develop customize implementation strategies to guide to primary health care services providers in the service area towards complying with the stated norms, standard and target.
- Participate actively in Operations Sukuma sakhe.
- Monitor implementation of PHC re-engineering.
- Ensure that compliant management is functional in the clinic.
- Participate in achieving norms and standards (OHSC).

- Contribute to the realization of ideal clinic status determination.
- Identify transversal health care and systems barrier (including emerging health trend in service areas) with a view to ensure corrective action at appropriate level.
- Ensure and monitor that primary health service within the designated service areas are provided with adequate support by multi-disciplinary teams attached to the clinics as well as other corporate services attached to the facility.
- Ensure an integrated approach with the implementation of various primary health care programmers provide a seamless services delivery platform, including prioritizing needs of the service area and allocate resources accordingly.
- Ensure that effective and efficient utilization of allocated resources, including the development of staff, procurement planning inputs and maintenance of prescribed information management systems.

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FOR ATTENTION: Mr M.D Mthembu