KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE

Private Bag X9124, Pietermaritzburg, 3200
171 Hoosen Haffejee Street, Pietermaritzburg, 3200
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HUMAN RESOURCE MANAGEMENT SERVICES

ADVERTISEMENT
TO: ALL HEADS OF INSTITUTIONS AND DEPARTMENTS

The contents of this Circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay: It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minutes even if they are absent from their normal places of work.

NB: 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 any of the advertised posts.

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) Copy of identity document, highest educational qualifications and professional registration certificates where applicable and detailed Curriculum Vitae.
   (c) Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert
   (d) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their applications.

2. The post reference number appearing on the advert must be indicated in the space provided on the form Z.83, e.g. UMG 01/2024

NB: (a) Failure to comply with the above instructions will disqualify applicants.
(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. Applicants are informed that correspondence will be limited to shortlisted candidates only. If you have not been contacted within two (2) months after the closing date of this advertisement, please accept that your application was unsuccessful

4. 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 budget constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

ALL APPLICATIONS SHOULD BE FORWARD TO: Human Resource Management Services, uMgungundlovu Health District Office, Private Bag X 9124, Pietermaritzburg 3200 *OR* Hand Delivered to 171 Hoosen Haffejee Street, Pietermaritzburg, 3200.

(FOR ATTENTION: HR Practices) **CLOSING DATE FOR APPLICATIONS: 25 SEPTEMBER 2026**

Original signed by District Director
DIRECTOR: DISTRICT HEALTH SERVICES
UMGUNGUNDLOVU HEALTH DISTRICT

ADVERTISEMENT

POST : ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT
NO OF POSTS : 01
CENTRE : UMGUNGUNDLOVU HEALTH DISTRICT OFFICE
REF. NO. : UMG/2026/11
REMUNERATION : R 487 197 per annum
OTHER BENEFITS: 13th cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements)

MINIMUM REQUIREMENTS FOR THE POST

- Bachelor's Degree / National Diploma in Human Resource Management/Public Management/Administration Plus
- Grade 12 / Matric or equivalent
- 3 - 5 years' experience in Human Resource Management environment, of which 3 years must be at supervisory level.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES

- Public Service Regulations, as amended
- Public Service Act, as amended
- Project management and Strategic planning.
- Employee Performance and Management System
- Expert knowledge and understanding of operational issues affecting the administration of Human Resource Management practices within a health service delivery environment.
- Expert knowledge of the legislative and policy imperatives informing the area of operation
- Confronting and resolving conflicts
- Comprehensive understanding and knowledge of current HR practices
- Expert knowledge legislative and policy framework informing the area of operation
- High level of communication skills, both written and verbal.
- Computer literacy in the MS Office software applications
- Advanced Persal skills
- Basic auditing
- Decision making
- Networking
- Planning and organizing policy formulation and analysis
- Problem solving
- Report writing skills
- Team player
- Ability to prioritise issues and other work-related matters and to comply with time frames set

KEY PERFORMANCE AREAS:

- Oversee Human Resource Management Provisioning, Practices and administration services and ensure that high-quality human resource management services are provided.
- Develop and monitor Standard Operating Procedures (SOP's) for implementation of Human Resource policies.
- Provide advice and guidance to management regarding the interpretation and implementation of legislation, prescripts, policies and resolutions.
- Monitor and control budget allocated to Human Resource component and clearing of suspense accounts
- Manage and coordinate activities aimed at addressing staff well-being and labour relations.
- Maintain good/sound labour peace and ensure establishment of fully functional employee health and wellness programmes
- Ensure provision of Occupational Health and Safety services to the District Office Components

- Ensure functional HR committees such as co-ordination of Institutional Management Labour Committee Meetings (IMLC) and Occupational Health and Safety and other relevant committees.
- Ensure timely submission of HR related reports and information.
- Manage the utilization of resources allocated to the Section inclusive of the development of staff.

ENQUIRIES: Mr N Zondi **Telephone Number: 033 897 1000**

CLOSING DATE: 25 September 2026

POST : CHIEF ARTISAN
NO OF POSTS : 01
CENTRE : UMGUNGUNDLOVU HEALTH DISTRICT OFFICE
REF. NO. : UMG/2026/12
REMUNERATION : GRADE A: R 499 470 per annum
OTHER BENEFITS: 13th cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements)

MINIMUM REQUIREMENTS FOR THE POST

- Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1981 as amended
- Grade 12 / Matric or equivalent
- National Diploma electrical/mechanical or civil engineering
- Valid Driver's License.
- Ten (10) years post qualification experience required as an Artisan/Artisan Foreman.

KNOWLEDGE, SKILLS, AND COMPETENCE

- Project management
- Technical design and analysis knowledge
- Computer-aided technical applications
- Knowledge of legal compliance
- Technical report writing and Develop Technical specification.
- Technical consulting
- Problem solving and analysis
- Decision making
- Change management
- Financial management
- Customer focus and responsiveness
- Communication
- Computer skills
- Planning and organising

KEY PERFORMANCE AREAS:

- Manage technical services and support in conjunction with Technicians/Artisans and associates in Hospitals, CHCs, field, workshops and technical office activities;
- Ensure the promotion of safety in line with statutory and regulatory requirements;
- Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology
- Ensure quality assurance in line with specifications.
- Provide inputs into the budgeting process;
- Compile and submit reports as required;
- Provide and consolidate inputs to the technical operational plan;
- Manage artisans and related personnel and assets.
- Control and monitor expenditure according to budget to ensure efficient cash flow management; and
- Manage the commercial value add of the discipline-related activities and services.

- Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements.
- Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
- Continuous individual development to keep up with new technologies and procedures;
- Liaise with relevant bodies/councils on technical/engineering-related matters.
- Preparation of documentation and other material required by the accountants; and
- Maintaining relevant document filing systems including specifications, projects, financial records.

ENQUIRIES: Mr NC Madlala **Telephone Number: 033 897 1000**

CLOSING DATE: 25 September 2026

POST : MANAGER NURSING
COMPONENT : DISTRICT CLINICAL SPECIALIST TEAM: ADVANCED MIDWIFE
NO OF POSTS : 01
CENTRE : UMGUNGUNDLOVU HEALTH DISTRICT OFFICE
REF. NO. : UMG/2026/13
REMUNERATION : R 1 201 302 per annum (all-inclusive package)

APPOINTMENT REQUIREMENTS FOR THE POST

- Basic R425 qualifications (i.e. diploma or degree or in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse; **PLUS** A post-basic Nursing qualification with a duration of at least 1 (one) year accredited with the SANC in a relevant specialty; **PLUS** Current registration with the South African Nursing Council (SANC); **PLUS** minimum of 10 (ten) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
- At least 6 (six) years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post basic qualification in the relevant specialty.
- At least 4 (four) years of the period referred to above must be appropriate/recognisable experience at management level.

  PLEASE NOTE: Appropriate/recognisable experience in the context of these requirements also includes experience gained after registration in the particular discipline in a foreign country, and which registration is recognised by the SANC for registration in the particular discipline.

KNOWLEDGE, SKILLS, AND COMPETENCIES

- Knowledge in own discipline – Maternal, Women's and neonatal care: Including best quality antenatal care, peripartum care, postnatal care, neonatal care and women's health
- Relevant legislation, regulations and policies
- Programme planning, implementation and evaluation
- Information management
- Quality assurance and improvement programmes.
- Skills in own discipline – Maternal, Women's and neonatal care: Including best quality antenatal care, peripartum care, postnatal care, neonatal care and women's health
- Leadership
- Communication
- Problem solving
- Computer literacy.
- Be able to work positively as part of DCST and other district teams
- Stress tolerance
- Self-confidence
- Objective
- Empathic.

KEY PERFORMANCE AREAS: -

- Represent own discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for women, pregnant mothers and new-borns at all levels within a health district
- Work closely with other members of the DCST
- Promote equitable access to an appropriate level of care for all women, pregnant mothers and new-borns throughout the district
- Maintain personal competency in own clinical discipline.
- Support PHC fixed and mobile clinics, community health centres and hospitals with all aspects of service delivery related to own discipline.
- Support and meet with Subdistrict Midwife Mentors
- Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards.
- Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district
- Facilitate and participate in the training, development and mentorship of nursing and allied health professionals and community workers under their supervision.
- Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services
- Prepare for and co-chair the Quarterly District Perinatal and Child Health Meetings
- Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care.
- Assist, support and participate in risk management activities for patients, (e.g. critical event analysis, morbidity and mortality meetings, – especially Facility and District Perinatal and Child Health meetings), practitioners, (e.g. infection control) and the organisation, (e.g. performance reviews)
- Assist, support and participate in clinical audits and quality improvement cycles in health facilities and, where appropriate, in community settings such as schools and Ward-based Primary Health Care teams
- Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes
- Assist, support and participate in relevant research.
- Foster effective teamwork and collaboration within the DCST and with other professionals in the district involved in the delivery of maternal and neonatal care, especially the District Maternal and Child Health Manager/s
- Enable engagement with the local community and relevant non-governmental organisations (E.g. Unjani Clinics), promoting adherence to district clinical and public health guidelines as appropriate.
- Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health
- Present regular reports on activities, health services and programmes.
- Assist with strategic and operational planning of services in the district
- Co-ordinate and supervise discipline related services within the district
- Assist with the recruitment and management of relevant human resources.

ENQUIRIES: Mrs SW Mbambo **Telephone Number: 033 897 1000**

CLOSING DATE: 25 September 2026

POST : MANAGER NURSING
COMPONENT : DISTRICT CLINICAL SPECIALIST TEAM: ADVANCED PAEDIATRIC NURSE
NO OF POSTS : 01

CENTRE : UMGUNGUNDLOVU HEALTH DISTRICT OFFICE
REF. NO. : UMG/2026/14
REMUNERATION : R 1 201 302 per annum (all-inclusive package)

APPOINTMENT REQUIREMENTS FOR THE POST

- Basic R425 qualifications (i.e. diploma or degree or in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse; **PLUS** A post-basic Nursing qualification with a duration of at least 1 (one) year accredited with the SANC in a relevant specialty; **PLUS** Current registration with the South African Nursing Council (SANC); **PLUS** minimum of 10 (ten) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
- At least 6 (six) years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post basic qualification in the relevant specialty.
- At least 4 (four) years of the period referred to above must be appropriate/recognisable experience at management level.

PLEASE NOTE: Appropriate/recognisable experience in the context of these requirements also includes experience gained after registration in the particular discipline in a foreign country, and which registration is recognised by the SANC for registration in the particular discipline.

KNOWLEDGE, SKILLS, AND COMPETENCIES

- Knowledge in own discipline – Best quality Child Health, Paediatrics and Adolescent Health
- Relevant legislation, regulations and policies
- Programme planning, implementation and evaluation
- Information management
- Quality assurance and improvement programmes.
- Skills in own discipline – Best quality Child Health, Paediatrics and Adolescent Health
- Leadership
- Communication
- Problem solving
- Computer literacy.
- Be able to work positively as part of DCST and other district teams
- Stress tolerance
- Self-confidence
- Objective
- Empathic.

KEY PERFORMANCE AREAS: -

- Represent own discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for children and adolescents at all levels within a health district
- Work closely with other members of the DCST
- Promote equitable access to an appropriate level of care for all children, their caregivers and adolescents throughout the district
- Maintain personal competency in own clinical discipline.
- Support PHC fixed and mobile clinics, community health centres and hospitals with all aspects of service delivery related to own discipline.
- Support Subdistrict Midwife Mentors with regards to child health
- Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards.
- Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district
- Facilitate and participate in the training, development and mentorship of nursing and allied health professionals and community workers under their supervision.
- Be fully involved in Follow-up and Supervision of nurse clinicians trained in IMCI.

- Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services
- Prepare for and co-chair the Quarterly District Perinatal and Child Health Meetings
- Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care.
- Assist, support and participate in risk management activities for patients, (e.g. critical event analysis, morbidity and mortality meetings – especially Facility and District Perinatal and Child Health meetings), practitioners, (e.g. infection control) and the organisation, (e.g. performance reviews)
- Assist, support and participate in clinical audits and quality improvement cycles in health facilities and, where appropriate, in community settings such as schools and Ward-based Primary Health Care teams. E.g. EPoC (Essential Package of Care) for Neonates, Paediatrics and Child Health
- Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes
- Assist, support and participate in relevant research.
- Foster effective teamwork and collaboration within the district specialist team and with other professionals in the district involved in the delivery of Child Health - especially the District Maternal and Child Health Manager/s
- Enable engagement with the local community and relevant non-Governmental organisations, promoting adherence to district clinical and public health guidelines as appropriate
- Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health
- Present regular reports on activities, health services and programmes.
- Assist with strategic and operational planning of services in the district
- Co-ordinate and supervise discipline related services within the district
- Assist with the recruitment and management of relevant human resources.

ENQUIRIES: Mrs SW Mbambo **Telephone Number: 033 897 1000**

CLOSING DATE: 25 September 2026

POST : DEPUTY MANAGER NURSING
COMPONENT : CLINICAL AND PROGRAMMES
NO OF POSTS : 01
CENTRE : UMGUNGUNDLOVU HEALTH DISTRICT OFFICE
REF. NO. : UMG/2026/16
REMUNERATION : R 1 069 215 per annum (all-inclusive package)

APPOINTMENT REQUIREMENTS FOR THE POST

- Basic R425 qualifications (i.e. diploma or degree or in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse; **PLUS** Current registration with the South African Nursing Council (SANC); **PLUS** minimum of 9 (nine) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
- At least 4 (four) years of the period referred to above must be appropriate/recognisable experience at management level.

KNOWLEDGE, SKILLS, AND COMPETENCIES

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- Knowledge and understanding of nursing care processes and procedures, nursing statutes and other relevant legal/health-related Acts, regulations, guidelines and other related policies such as the Nursing Act,
- Code of Ethics. Professional Practice of the South African Nursing Council;
- Nursing Standards of Practice, Scope of Practice, Skills Development Act,
- Public Service 95 PUBLIC Regulations, Labour Relations Act, Occupational Health and Safety Act,
- Patients' Rights, Batho Pele Principles, Public Finance Management act.
- Mentorship and supervisory skills.

- Leadership, Management, Planning, Organizing, Problem Solving Skills and coordinating skills.
- Clinical competencies and policy formulation skills.
- Knowledge of nursing care delivery approaches.
- Good verbal and written communication skills.
- Conflict management/sound labour management skills.
- Knowledge and understanding of Human Resources and Financial practices

KEY PERFORMANCE AREAS: -

- Provide leadership and a strategic direction in the delivery of integrated District Health Services based on relevant policy imperatives.
- Ensure and monitor implementation of planned initiatives for the delivery of health services in the district.
- Effectively manage and optimise all resources under your stewardship to ensure efficiency, accountability and maximum impact on service delivery.
- Build and maintain strong relationship with community structures, oversight bodies, NGO's and other health sector partners.
- Actively participate in DDM, Operation Sukuma Sakhe (OSS) and other intersectoral collaborations.
- Supervise mentor and develop public health teams in insuring high performance, continuos improvement and policy compliance.
- Ensure full implementation of priority programmes to reduce morbidity and mortality from communicable and non-communicable diseases
- Facilitate the process of ensuring universal health access to all uMgungundlovu district citizens
- Accelerate implementation of PHC Re-engineering across the district.

ENQUIRIES: Mrs SW Mbambo **Telephone Number: 033 897 1000**

CLOSING DATE: 25 September 2026

POST : MANAGER PHARMACEUTICAL SERVICES
NO OF POST : 01
CENTRE : UMGUNGUNDLOVU HEALTH DISTRICT
REF. NO. : UMG/2026/15
SALARY : R 1 375 245 per annum (all-inclusive package)

MINIMUM REQUIREMENTS FOR THE POST

- A bachelor's degree in pharmacy or equivalent qualification Plus
- Grade 12 / Matric or equivalent
- A minimum of 9 years' appropriate experience after registration as a Pharmacist with the SAPC, of which three (3) years must be managerial experience in pharmaceutical environment.
- Current Registration with the SAPC as a Pharmacist.

KNOWLEDGE, SKILLS, AND COMPETENCE

- Strategic capability and Leadership
- Knowledge Management
- Problem Solving and Analysis
- People Management and Empowerment
- Communication
- Programme and Project Management
- Financial Management
- Software Applications: MS Office

KEY PERFORMANCE AREAS: -

- Co-ordinate, supervise, monitor and evaluation of the District Pharmaceutical Services emphasizing Primary Health Care approach.

- Drafting and/or translation of strategic operational plan and facilitation of implementation of such a plan.
- Ensuring that requirements of the various applicable Acts, policies, Procedures and the principles of Batho Pele are adhered to in the pharmaceutical services.
- Ensure compliance with the SAPC prescripts and maintaining the Grading of all pharmacies in the district.
- Identification of the training needs coordination and implementation of the training programmes for personnel involved in provision of pharmaceutical services.
- Improve and maintain medicine availability above 90%.
- Ensure that PFMA prescripts are adhered to in the pharmaceutical services within the Umgungundlovu district.
- Provide ongoing coaching and support to all facilities to ensure that all pharmacy personnel remain motivated to work under pressure.
- Ensure compliance with Ideal hospital and clinic in the district.
- Development and facilitation of quality improvement projects for hospitals and clinics in the district in order to improve the quality of pharmaceutical service rendered.
- Development and maintenance of district medicine supply system to ensure adequate and reliable supply of medicines to all facilities in order to reduce the rate of stock outs in the district.
- Ensure continuous and functional Pharmaceutical Therapeutics committee (PTC) and antimicrobial stewardship committee (AMS) in both district and facility level.
- Monitoring budget vs expenditure on all facilities.
- Establish and maintenance of the relationships with communities, other districts, NGO and the private sector.
- Represent pharmaceutical services in various committees in the district.
- Preparation of reports in all aspects of the pharmaceutical service

ENQUIRIES: Mrs SW Mbambo **Telephone Number: 033 897 1000**

CLOSING DATE: 25 September 2026

POST : FINANCE CLERK
NO OF POSTS : 01
CENTRE : UMGUNGUNDLOVU HEALTH DISTRICT OFFICE
REF. NO. : UMG/2026/17
REMUNERATION : R 237 453 per annum
OTHER BENEFITS: 13th cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements)

MINIMUM REQUIREMENTS FOR THE POST

- Grade 12 / Matric or equivalent
- No experience required.

RECOMMENDATIONS

- An appropriate Bachelor's Degree / National Diploma as recognized by SAQA in Finance with appropriate administrative and office support experience in the financial environment will serve as an added advantage.
- Valid Driver's License

KNOWLEDGE, SKILLS, AND COMPETENCE

- Legislative and policy framework informing the area of operation
- Batho Pele Principles
- Planning and organizing
- Verbal and written communication
- Problem Solving
- Basic financial

KEY PERFORMANCE AREAS:

- Liaise with Institutions and other organizational units regarding:
- The submission of budgetary and accounting information; and
- Unclear and non-submission of information
- Provide the maintenance of the financial data and information required for budgetary and accounting on the relevant systems.
- Provide general administrative duties related to the management of finances, including general corresponding with all role-players and dealing with queries related to financial data and information required.
- Provide financial support to enable the responsibilities of the Unit to be executed, including:
- Travel arrangements for staff in the Units
- Preparation of documentation and other material required by the accountants; and
- Maintaining of financial document filing systems
- Process financial transactions.
- Clear accounts on a weekly basis so that expenditure is correctly recorded against the voted budget
- Prepare financial transactions for submission to Voucher Control Section.

ENQUIRIES: Mrs PL Mkhize **Telephone Number: 033 897 1000**

CLOSING DATE: 25 September 2026