



PROCUREMENT UNIT

Department:
Works
REPUBLIC OF SOUTH AFRICA



Private Bag X 9051, Pietermaritzburg, 3200
330 Langalibalele Street, Pietermaritzburg, 3201
Tel: 033 205 2604 Fax: 033 2426016

DIRECTORATE:
Human Resource Management Services

Enquiries : Mrs B C Shelembe
01 October 2025

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

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No. G56/2025

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) Application for Employment Form (Form Z.83), which is obtainable at any Government Department **OR** from the website - <https://www.saprocurement.co.za>.
 - (b) Comprehensive CV (with detailed experience).
 - (c) Copies of Qualification, Registration Certificate with SAPC and drivers licence must not be submitted when applying for employment.
 - (d) Applications can also be done through S'Thesha Waya-Waya obtainable from website www.eservices.gov.za
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.
 - (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).**
4. 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.
5. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications.

(We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department.)

DEPARTMENT OF HEALTH: KWAZULU-NATAL

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NOTE:

Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. **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).** Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. **Applicants:** Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

POST : **DEPUTY DIRECTOR: CAPACITY BUILDING (LEVEL 11): REFERENCE NO.G15/2025**

CLUSTER : **HUMAN RESOURCE DEVELOPMENT: REGIONAL TRAINING CENTRE**

CENTRE : **HEAD OFFICE: PIETERMARITZBURG**

SALARY : **SALARY NOTCH: R 896 436.00 per annum**

APPOINTMENT REQUIRED:- Matric Certificate (Grade 12) **PLUS**. • Clinical Degree, Education qualification, Five (5) years' experience in Public Health Education environment, **PLUS**. • Unendorsed valid driver's license

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.

KNOWLEDGE, SKILLS, TRAINING, COMPETENCIES REQUIRED:

The incumbents of these posts will report to the Director: Human Resource Development, and will be responsible the purpose of this job is to manage the Regional Training Centre in KwaZulu-Natal, The incumbent's duty is to co-ordinate the planning, implementation and evaluation of in-service training of clinical staff working in the broad areas of HIV/AIDS and TB in the KwaZulu-Natal Department of Health.

- Criminal Procedure Act
- Labour Relations Act
- Skills Development Act
- Public Service Act
- Public Service Regulations
- Promotion of Access of Information Act

- Promotion of Administrative Justice Act
- Higher Education and Training Act
- Further Education and Training Act
- Occupational Health and Safety Act
- Basic Conditions of Employment Act
- Treasury Regulations and Practice Notes
- Chiropractors, Homeopaths and Allied Health Service Professions Act
- Dental Technicians Act
- Division of Revenue
- Health Professions Act
- KwaZulu – Natal Health Act
- National Health Act
- Nursing Act
- Preferential Procurement Policy Framework Act
- Pharmacy Act
- Batho pele

SKILLS

- Human Resource Management
- Financial Management
- Risk Management
- Conflict Management
- Project Management
- Information Management
- Organisational
- Influencing
- Analytical Motivational
- Presentation
- Computer literacy e.g MS Office suite
- Relationship management
- Facilitation

KEY PERFORMANCE AREAS:

DEVELOP COMPREHENSIVE REGIONAL TRAINING CENTRE TRAINING PLAN:

- Collate Training Plans of relevant Provincial Programme Managers
- Collate District Training Plan
- Collate Training Plan of Partners
- Evaluate Skills Audit and NDoH requirements to inform plan

SUPPORT AND IMPLEMENT TRAINING

- Facilitate arrangement for Provincial and Regional training including venues, training materials and accommodation
- Conduct training at the Regional Training Centre and other venues

REPORT ON AND EVALUATE TRAINING

- Collate District Training Reports and partner training reports
- Identify challenges and successes in the delivery of training
- Oversee capturing of training data on in-service training database

MANAGE REGIONAL TRAINING CENTRE STAFF, EQUIPMENT AND INFRASTRUCTURE

- Manage staff performance and leave
- Resolve staff disputes and address concerns
- Manage budget allocated to Regional Training Centre
- Maintain asset registers

CO-ORDINATE THE ACTIVITIES OF TRAINING STAKEHOLDERS

- Liaise with Development Partners
- Align training offered by Partners with Departmental objectives
- Liaise with Quality Assurance Councils, Higher Education Institutions and other organisations

POST : ASSISTANT DIRECTOR (LEVEL 9): REFERENCE NO.G14/2025

CLUSTER : HUMAN RESOURCE DEVELOPMENT: REGIONAL TRAINING CENTRE

CENTRE : HEAD OFFICE: PIETERMARITZBURG

SALARY : SALARY NOTCH: R 468 459.00 per annum

APPOINTMENT REQUIRED:- Matric Certificate (Grade 12) **PLUS**. • Diploma /Degree in Human Resource Management as recognized by SAQA **PLUS**. • three (3) years supervisory experience in the Human Resource Development field **PLUS**. • Unendorsed valid driver's license

KNOWLEDGE, SKILLS, TRAINING, COMPETENCIES REQUIRED:

The incumbents of these posts will report to the Deputy Director: Regional Training Centre, and will be responsible to provide an effective and efficient coordination and implementation of Regional Training Centre programs, Clinical Training and capacity development of employees.

- Criminal Procedure Act
- Labour Relations Act
- Skills Development Act
- Public Service Act
- Public Service Regulations
- Promotion of Access of Information Act
- Promotion of Administrative Justice Act
- Higher Education and Training Act
- Further Education and Training Act
- Occupational Health and Safety Act
- Basic Conditions of Employment Act
- Treasury Regulations and Practice Notes
- Chiropractors, Homeopaths and Allied Health Service Professions Act
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SKILLS

- Human Resource Management
- Financial Management
- Risk Management
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- Information Management

- Organisational
- Influencing
- Analytical Motivational
- Presentation
- Computer literacy e.g MS Office suite
- Relationship management
- Facilitation

KEY PERFORMANCE AREAS:

CO-ORDINATE THE IMPLEMENTATION OF CLINICAL TRAINING PROGRAMS: _

- Assist with analysing and compiling the needs of health professionals and mid –level workers
- Compile expression of interests for funding from various stakeholders
- Prepare submissions to the Head of Department on various matters.
- Coordinate the selection of beneficiaries of training
- Coordinate the signing of training agreements
- Maintain database and statistics for training conducted
- Prepare management reports
- Assist in managing the training budget

CO-ORDINATE THE IMPLEMENTATION OF REGIONAL TRAINING CENTRE PROGRAMS: _

- Assist with collating training plans of relevant Provincial and District Program Managers
- Facilitate arrangements for training including venues, training material, accommodation, etc
- Assist in managing the allocated budget including Conditional Grant funding where necessary
- Maintain database and statistics
- Assist with the reporting and evaluation of training including capturing of training on the in-service training database

CO-ORDINATE THE ATTENDANCE OF CONFERENCES: _

- Identify conferences to be attended by Clinicians, Allied Health and mid-level workers
- Coordination of registration, accommodation and monitoring of attendance.
- Maintain databases and statistics for conferences attended.
- Ensure the submission of post conference reports by employees

PROVIDE ADVICE, GUIDANCE AND INPUT TO POLICY: _

- Consult with stakeholders and identify shortcomings in policies and legislation
- Assist with the preparation of comments and recommendations
- Dissemination of amendments, circulars, policies and legislation to relevant forums and stakeholders.

ENSURE THE EFFECTIVE, EFFICIENT AND ECONOMICAL MANAGEMENT OF ALLOCATED RESOURCES OF THE DIVISION: _

- Manage the Human Resource
- Manage the allocated assets
- Provide training, advice and guidance to staff
- Manage EPMS
- Manage potential risks and mitigation strategies
- Assist in exercising control over the budget including Conditional Grants where necessary

ENQUIRIES: Mr C WANG : 033-397 7412

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”

“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.”

NB://Applications for these posts can be dropped-off at your nearest Health Facility.

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: Mrs B C Shelembe)