

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : applications to be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or hand delivered to: The Chief Registry Clerk, 14th Floor North Tower, Natalia 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Zulu
- CLOSING DATE** : 27 May 2022 (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with copies of qualifications (including senior certificate), driver's licence (where applicable), ID and any other relevant documents. Such copies need not be certified when applying for a post. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Applicants who possess a qualification, which was obtained from a non-South African University, must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful.

OTHER POSTS

- POST 16/143** : **PROJECT OFFICER: PROJECT MANAGEMENT REF NO: 26/2022 (MI)**
Chief Directorate: Municipal Infrastructure
Directorate: Infrastructure Development
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
Pietermaritzburg
The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Civil Engineering/Quantity Surveying/Construction Management coupled with 1 year experience in built environment related project management. A valid code 8 driver's license. Computer literacy in MS Office. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of the DORA, relevant legislation and policies (municipal grant and infrastructure development), Knowledge of budget and cash flow management, Knowledge of project life cycle, programme and project management, Financial management and infrastructure contract administration skills, Information management and reporting and project business planning skills, Good communication skills (verbal & written), Knowledge of the interpretation and review of municipal project business plans.
- DUTIES** : The successful candidate will be required to assist the Project Manager in respect of infrastructure development programmes and project management with the following key responsibilities: Support Project Manager in the implementation and coordination of municipal infrastructure development programmes, Assist the Project Manager in project management including contract administration, Assist the Project Manager in Project Management and Information Systems management (MIGMIS) of infrastructure development programmes, Assist in district capacity building programmes, Provide administrative support to project management component, Support Project Manager in data analysis, data management and data cleansing.
- ENQUIRIES** : Ms CH Jama at Tel No: 033-3556112

- POST 16/144** : **PROJECT OFFICER (CSC) REF NO: 23/2022 (MLEDS)**
 Chief Directorate: Municipal Local Economic Development Support
 Directorate: Community Service Centres
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Project Management/ Public Management/ Built Environment or related qualification coupled with 1 years' experience in project management/ community development/ infrastructure environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of business planning, Knowledge of monitoring & evaluation systems, Knowledge of CSC programmes and electronic filing, Knowledge of project management, Knowledge of interpretation of relevant and related legislation, Knowledge of research and analysis of data, Knowledge of PFMA, PSR and PSA, Analytical & innovative thinking skills, Research & facilitation skills, Strategy development, report writing and presentation skills, People management skills, Relationship management and decision making skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's license.
- DUTIES** : The successful candidate will be required to provide technical support on community service centres infrastructure development with the following key responsibilities: Facilitate improved community access to government centres, Facilitate the rehabilitation and maintenance of community service centres, Facilitate the operation of community service centres, Monitor and evaluate performance of Programme implementation, Manage the project administration system, Apprise Project Managers on programme progress.
- ENQUIRIES** : Mr D Badul at Tel No: 033 355 6480
- POST 16/145** : **CHIEF REGISTRY CLERK (X2 POSTS)**
 Chief Directorate: Corporate Services
 Directorate: Auxiliary Services
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Ulundi Ref No: 20/2022 (CS)
 Pietermaritzburg Ref No: 21/2022 (CS)
REQUIREMENTS : The ideal candidate must be in possession of a Grade 12 certificate or equivalent coupled with 3 years experience in a registry environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of the governmental filing environment, Knowledge of information management, Knowledge of records management practices, Knowledge and understanding of filing systems, Good numerical skills, Ability to work under pressure, Accuracy in checking and capturing information, Managing performance skills, Supervisory/ managing people skills, Good communication skills (verbal and written), Good computer literacy in MS office, A valid code 8 drivers license.
- DUTIES** : The successful candidate will be required to provide effective record keeping for the Department of Cooperative Governance and Traditional Affairs with the following key responsibilities: To provide proper management, maintenance and application of the approved filing system, To regulate the receipt and flow of documentation within and outside the Department, Ensure custody and care of all records within the registry, Managing the disposal of records, Provide advice and guidance to the staff and measure the performance of staff.
- ENQUIRIES** : Ms Z Mtshali at Tel No: 033 2608028
- POST 16/146** : **TRANSPORT OFFICER (DEPARTMENT FLEET) REF NO: 22/2022 (CS)**
 Chief Directorate: Corporate Services
 Directorate: Auxiliary Services
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : The ideal candidate must be in a possession of a Grade 12 certificate or equivalent coupled with 3 years' experience in a transport environment. Essential Knowledge, Skills And Competencies Required: Knowledge of fleet management principles and guidelines, Knowledge of administration procedures applied within government departments, Knowledge of appropriate legislation governing the use of official transport, Interpretation of legislation,

policies and statistics, Understanding of all prescripts, practices and procedures, Ability to interpret and apply policies/legislation, Problem solving and analytical thinking, Fleet management skills, Good communication skills (verbal and written), Good computer literacy in MS office, A valid code 8 drivers license.

DUTIES : The successful candidate will be required to control the utilisation and functioning of official vehicles with the following key responsibilities: -Control the administrative procedure regarding vehicle fleet management, Administer the review and distribution of policies relating to fleet management, Control the licensing and administration of fuel cards, Ensure the collection of departmental fleet services vehicles for the pool, Administer departmental fleet vehicle asset register, Control the effective utilisation of the resources within the component.

ENQUIRIES : Ms Z Mtshali at Tel No: 033 2608028

POST 16/147 : **ADMINISTRATIVE OFFICER REF NO: 24/2022 (MLEDS)**
Chief Directorate: Municipal Local Economic Development Support
Directorate: Extended Public Works Programme

SALARY CENTRE : R261 372 per annum (Level 07)
: Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Grade 12 or equivalent coupled with 3 years' experience in an administration environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of local government legislation and policies, Excellent communication skills, Understanding of policies, Minute taking and report writing skills, Good organisational skills, office management and document tracking skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's license.

DUTIES : The successful candidate will primarily be required to render project monitoring, administrative support and research functions to the Special Initiatives unit on all special projects as they come on board with the following key responsibilities:- Facilitate the development of EPWP policy frameworks by the municipalities, Facilitate the registration of projects in the EPWP database, Assist the Deputy Director implement the monitoring and reporting framework and prepare consolidated progress reports on a monthly basis, Render administrative functions and support to the unit.

ENQUIRIES : Mr N Moloi Tel No: 033 8975604

POST 16/148 : **PERSONAL ASSISTANT TO THE DIRECTOR: LED PROJECT SUPPORT REF NO: 25/2022 (MLDS)**
Chief Directorate: Municipal Local Economic Development Support
Directorate: Project Implementation and Institutional Support

SALARY CENTRE : R261 372 per annum (Level 07)
: Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in a possession of a Secretarial Diploma or equivalent or a higher qualification in Administration coupled with 3-5 years' experience in administration or rendering a support service to the Director. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of office management, Basic knowledge Of financial administration, Knowledge of relevant legislation/policies/prescripts and procedures, Ability to do research and analyze documents and situations, Language and good telephone etiquette skills, Sound organization and interpersonal skills, Good communication skills (written and verbal), Ability to communicate well with people at different levels and from different backgrounds, Computer literacy in MS Office, A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to render a secretarial support to the Director with the following key responsibilities: Provide a secretarial/receptionist support service to the Director, Render administrative support services, Provide support to the Director regarding meetings, Support the Director with the administration of the Chief Director's budget, Study the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms NNF Buthelezi at Tel No: 033 897 5891

POST 16/149 : **STATE ACCOUNTANT REF NO: 27/2022 (MI) (X2 POSTS)**
 Chief Directorate: Municipal Infrastructure
 Directorate: Infrastructure Development

SALARY : R261 372 per annum (Level 07)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognized by SAQA in Accounting/Financial Management/Internal Auditing/Economics or a Finance related qualification coupled with 1 year experience in public sector financial/ programme and contract management environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of relevant prescripts, legislation and policies, Knowledge of budget and cash flow management – entry level, Knowledge of municipal grant and infrastructure policies, programme and project management, Presentation, Analytical and financial management skills, Teamwork and problem solving skills, Good communication skills (verbal & written), A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to support the co-ordination and management of infrastructure grants and programme information with the following key responsibilities: Collate municipal and departmental project cash flows, Maintain financial reporting information, Verify claims for expenditure, Monitor expenditure against cash flow, Provide administrative support to funding component.

ENQUIRIES : Ms CH Jama at Tel No: 033-3556112

POST 16/150 : **HR OFFICER: SUPERVISOR REF NO: 28/2022 (HRMD)**
 Chief Directorate: Human Resource Management and Development
 Directorate: Human Resource Administration

SALARY : R261 372 per annum (Level 07)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in a possession of Grade 12 certificate coupled with 3 years' experience in the Human Resource management environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of the Public Service prescripts, Legislation, policies and collective agreements relating to HRM, Knowledge of HR systems and their relation to other systems within the Department as well as PERSAL, Interpersonal Relations, policy Interpretation and presentation skills, Problem solving and decision making skills, Good communication skills (verbal and written), Good computer literacy in MS office, A valid code 8 drivers license.

DUTIES : The successful candidate will be required ensure the provision of conditions of service for employees within the Department with the following key responsibilities: - Ensure appointments and transfers are processed timeously, Administer the exits process, Ensure leave matters are attended to, Co-ordinate long service awards and IOD's, Supervise human resources/staff

ENQUIRIES : Ms A Rautenbach at Tel No: 033-260 8003

DEPARTMENT OF HEALTH

OTHER POSTS

POST 16/151 : **MEDICAL OFFICER REF NO: MOENDOC/01/2022 (X1 POST)**
 Department: Endocrinology

SALARY : Grade 1: R833 523 per annum, (all-inclusive salary package), excluding Commuted Overtime
 Grade 2: R953 049 per annum, (all-inclusive salary package), excluding Commuted overtime
 Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted Overtime

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Current registration with Health Professions Council as a Medical Practitioner.
Grade 1: No experience required. The appointment to grade 1 requires 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a

Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of is not required to perform Community Service, as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge within the discipline. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage patients in medicine and endocrinology.

DUTIES : Examination, investigation, and treatment of patients in the clinics and wards at IALCH, as stipulated by the Head of Department (HOD). Documentation of clinical notes on the IALCH electronic health record. Participation in activities within the discipline including Case presentations, Ward round presentations, Journal club and other departmental meetings. After hours call duties, including weekend ward rounds, and participation in the IALCH Emergency Department and Medicine call roster. Inter-departmental consultation and consulting with other disciplines at IALCH, regarding patient care. Collection of departmental statistics and assistance with clinical audits, as directed by the HOD. Bi-annual review of performance according to the EPMSD agreements.

ENQUIRIES : Mrs. C. Vedalankar Tel No: 031 240 4537
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 20 May 2022

POST 16/152 : **MEDICAL OFFICER REF NO: MOPAEDSSURG/01/2022 (X1 POST)**
 Department: Paediatric Surgery

SALARY : Grade 1: R833 523 per annum, (all inclusive salary package), excluding Commuted Overtime
 Grade 2: R953 049 per annum, (all-inclusive salary package), excluding Commuted overtime
 Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted Overtime

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : MBCHB Degree. Current unrestricted registration with the Health Professions Council of South Africa as a Medical Practitioner. FCS Part I (primary exam)

will be an advantage. At least 6 months post community service will be an advantage. Experience: **Grade 1:** No experience required after completion of Community Service however 6 months experience in surgery at MO level or above will be preferable. Appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in surgery at MO level or above. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in surgery at MO level or above. The appointment to Grade 3 requires a minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies Required: Knowledge and skills in Surgery, Paediatric Surgery or Paediatrics. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES : Assist with the provision and development of tertiary level Paediatric surgical care services as determined by the Head of Paediatric surgery at Inkosi Albert Luthuli Central Hospital. Participate in the delivery of Paediatric surgical services in Durban. Provision of outpatient services at Inkosi Albert Luthuli Central Hospital. Management of ward patients Inkosi Albert Luthuli Central Hospital. Provide initial resuscitative, peri-operative surgical care, operative surgical care and post-operative care of patients in the department of Paediatric Surgery. Ensure that the scientific principles of Paediatric Surgical care are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required. Perform after hour work as required.

ENQUIRIES : Dr AG Maharaj Tel No: 031 240 6571
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 20 May 2022

<u>POST 16/153</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO: KCD 05/2022</u> Prevention Mother to Child Transmission (PMTCT)
<u>SALARY</u>	:	R450 939 - R507 531 per annum. 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements). Rural Allowance (based on daily claim basis).
<u>CENTRE REQUIREMENTS</u>	:	King Cetshwayo District Office Senior Certificate (Grade 12), Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse, Minimum of 7 years appropriate/recognizable experience in nursing after registration with SANC as a Registered Nurse in general nursing. Current registration with SANC (2020), Computer Literacy (certificate or proof of competency to be attached on the application), Unendorsed valid driver's licence, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer (must also be attached on the application), 1 post basic qualification is in Primary Health Care Nursing and HIV Management qualification is recommended.
<u>DUTIES</u>	:	Ensure that clinical strategies to manage health conditions contained under the PMTCT are implemented in all Institutions/Facilities. Monitor PMTCT indicators which measure health practices in institutions and communities and provide support and report on findings to district health management team by conducting support visits. Participate in district and sub- district perinatal review meetings. Assist facilities develop quality improvement plans for the PMTCT and ensure their implementation. Ensure availability of PMTCT guidelines in all the facilities. Participate in quality improvement programmes reviews e.g. Ideal Clinic, Mother Baby Friendly Initiative, etc. Contribute to the development, implementation and monitoring of integrated District Operational plan for MNCWH programme. Participate in the development of the District HAST Business plan. Ensure efficient use of PMTCT budget by participating in the finance meetings. Represent the district in PMTCT meetings. Ensure highly motivated and well developed health care force by conducting trainings and continuous support visit. Provide mentorship and coaching to Nurses. Oversee institutional health practices to ensure that these meet minimum basic standards thereby attaining provincial and national health care targets. Conduct on site in-service trainings during support visits. Provide a verbal and written report to the facilities for proper follow up on gaps identified during support visits. Advocate for PMTCT and Nutrition issues in all health platforms. Plan, organise and conduct community rallies and events that convey health messages and practices which support elimination of vertical transmission of HIV quarterly. Network with other provincial departments and NGO's to provide support to the PMTCT programme. Perform other duties assigned by immediate supervisor or other senior managers.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MN Mbatha Tel No: 035 787 6203 Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department
<u>FOR ATTENTION NOTE</u>	:	Mr MTR Nzuzo Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, copies of identity document, educational qualifications and professional registration certificates – certified copies will only be requested from shortlisted applicants. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the

above-mentioned instructions will result to your application being disqualified. 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.

CLOSING DATE

: 20 May 2022

POST 16/154

: **ASSISTANT DIRECTOR: DISTRICT ADHERENCE FACILITATOR, CARE & SUPPORT REF NO: KCD 06/2022**

(10 months contract or less which will end on the 31/03/2023)

SALARY CENTRE REQUIREMENTS

: R382 245 - R450 255 per annum (Level 09), 37% In lieu of benefits
: King Cetshwayo District Office
: Senior Certificate (Grade 12). A Diploma in General Nursing and Midwifery or Bachelor's degree in Social Science. Current registration with relevant body. Proof of Computer Literacy preferable on Ms Word, Ms Excel, Ms Power point and Ms Outlook-Proof must be attached on the application. Minimum of 5 years working experience in public health, Social services or community advocacy. A valid driver's license. Proof of previous and/or current work experience endorsed and stamped by HR Office or Employer must be attached on the application. Public health sector experience in adherence to care and treatment and disclosure policies would be an advantage.

DUTIES

: Act as the clients' advocate, explains the available options to the clients, keeps records of the services offered and work closely with the District HAST Coordinator. Coordinate community mobilization for linkage and retention in care activities. Champion eLABS and Results for Action where applicable as well as viral load management in general. Promote the delivery of services offered to different groups with the aim to enhance quality, efficiency and client satisfaction. Place the recipient of care at the center of service delivery while maximizing health system efficiency. Coordinate and manage the communication of end user/customer deliveries, including scheduling, transportation, delivery equipment and labour. Ensure that the facility develop a system for tracking and tracing clients who do not attend their club meetings and follows up within seven - fourteen days to determine whether they have collected their medication. Ensure that the service needs of clients are met and linking them to the appropriate resources and providers. Develop a stakeholder directory of adherence care and support service agencies and providers for referral processes. Ensure that health talks and health education in the facility's waiting room, informing patients of available options for Differentiated Care are conducted. Ensure that the club schedule is made available to the facility, and that club venues and dates are shared with decanting Clinicians for cohorting purposes. Ensure continuous utilization of adherence plan for the individuals and support groups. Ensure that monthly schedule of health talks/adherence classes for the facilities, club meetings, in line with the AGL SOPs is developed. Evaluate the quality of all adherence, care and support services and identifying areas that need improvements. Facilitate support groups and adherence club activities. Support coordination and implementation of DMOCs including CCMDD. Compile report to inform the coverage and uptake of patients (HIV, TB and NCDs) decanted to Facility Pick Up Points (Fac PuPs), Adherence Clubs and External Pick up Points (Ext PuPs). Perform other duties assigned by supervisor or other senior managers.

ENQUIRIES APPLICATIONS

: Mrs CN Mtshali Tel No. 035 787 6273
: Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department

FOR ATTENTION NOTE

: Mr MTR Nzuzo
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, copies of identity document, educational qualifications and professional registration certificates – certified copies will only be requested from shortlisted applicants. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a

documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

CLOSING DATE

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20 May 2022