

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

- 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, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg. Applications received after this date will not be accepted. Applicants can also submit their Z83 and CV via e-Recruitment System on www.eservices.gov.za
- FOR ATTENTION** : Ms E Perumal
- CLOSING DATE** : 24 January 2025
- NOTE** : To Applicants: 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. 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. 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. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with a disability.

OTHER POSTS

- POST 01/121** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH WELLNESS REF NO: 74/2024 (HCD)**
Chief Directorate: Human Resource Management and Development
Directorate: Human Capital Development
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Pietermaritzburg
: The ideal candidate must be in possession of a minimum NQF level 6 qualification in Psychology or Social Work or any relevant qualification with Psychology as a major subject coupled with 3 years experience in the Employee Wellness and HIV and AIDS fields. Registration with the HPCSA as a counsellor will be an advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Legislation and prescripts; Policies pertaining to the field Practical demonstration of knowledge in the Employee Wellness and HIV and AIDS fields; Computer literacy; Finance; Knowledge of professional ethics and behavior by persons involved in wellness environment; Planning; Managerial; Counseling; Decision making; Problem solving; Conflict management Diversity management; Presentation/Training skills; Drivers licence.
- DUTIES** : The successful candidate will be required to facilitate and sustain employee wellness with the following responsibilities:- Facilitate case work; Develop, implement and monitor wellness related policies and guidelines; Facilitate the management of HIV and AIDS in the workplace; Management of resources, Develop, implement and evaluate programmes within the four Pillars of the Employee Health and Wellness Strategic Framework (HIV and AIDS, STI and TB Management, Health and Productivity Management, Wellness Management and SHERQ Management.
- ENQUIRIES** : Ms N Dlamini Tel No: (033) 260 8058

POST 01/122 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING REF NO: 75/2024 (ODOE)**
Chief Directorate: Human Resource Management and Development
Directorate: Organisational Development and Organisational Efficiency Services

SALARY : R444 036 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification in Human Resource Management or related qualification coupled with 3 years junior management experience in Human Resource Management. A valid drivers license. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge: Public Service Act / Regulations, Skills Development policies and strategies; Departmental Policies; Understanding HRM practices in the Public Service; Public Service reporting procedures and work environment; Interpretation of legislation, policies and statistics; Computer based Human Resource Management Information systems; Understanding of all prescripts, practices and procedures; Interpretation and application of policies/legislation; Investigative, policy formulation and managerial skills; Problem solving and analytical thinking; Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access, Persal); Basic Financial Management; Team building; Project management; Presentation and facilitation skills; Motivation/leadership skills; Verbal and Written with Departmental officials (at all levels), other government institutions, NGO's and Private sector.

DUTIES : The successful candidate will be required to facilitate human resource practices within the Department with the following responsibilities: Coordinate the Human Resource (HR) Planning; Coordinate Employment Equity Programme within the Department; Ensure the development, review and implementation of Departmental human resource policies, strategies, procedure manuals and guidelines; Ensure coordination and implementation of Departmental internal Human Resource special projects; Ensure effective and efficient utilization of the resources within the component.

ENQUIRIES : Mr DM Cele Tel No: (033) 260 8063

POST 01/123 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 76/2024 (HRA)**
Chief Directorate: Human Resource Management and Development
Directorate: Human Resource Administration

SALARY : R444 036 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF 6 qualification as recognised by SAQA in Human Resources coupled with 3 years junior management experience in Human Resources. A valid drivers licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge: Public Service Act / Regulations, Skills Development policies and strategies; Departmental Policies; Understanding of HRM practices in the Public Service; Public Service reporting procedures and work environment; Labour Relations Act; Investigation into and policy development processes; Interpretation of legislation, policies and statistics; Computer-based Human Resource Management Information systems; Understanding of all prescripts, practices and procedures; Interpretation and application of policies/legislation; Investigative, policy formulation and managerial skills; Problem solving and analytical thinking skills; Strategic planning and co-ordination; Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access, Persal); Financial Management; Team building; Communication (verbal, written and networking); Project management; Presentation and facilitation skills; Motivation/leadership skills; Negotiation skills; Communication with members of Selection Committees, Management and Senior Management and with candidates.

DUTIES : The successful candidate will be required to provide for the Recruitment and Selection services of employees with the following responsibilities: Support the formulation and implementation of the departmental recruitment plan; Manage the advertising of positions in the Department; Support the provision of a recruitment and selection service; Give guidance and necessary inputs to selection committee members to ensure conformity to the Department's

- recruitment and selection policies; Ensure correct utilization of the resources within the component.
- ENQUIRIES** : Adv. KL Janse Van Rensburg Tel No: (033) 260 8001
- POST 01/124** : **BUDGET ANALYST REF NO: 77/2024 (FIN)**
Chief Directorate: Financial Management
Directorate: Budget Control and Planning
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
Pietermaritzburg
The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised SAQA in Financial Accounting /Financial Management coupled with Degree 3 years' financial/budget experience; Computer Literacy and a valid Driver's License. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge Policy analysis, Project management, Budgetary processes; Departmental Policies; Team development, Decision making, Problem solving, Budgetary skills, Basic project management, Financial management; Communication skills (Written and Verbal).
- DUTIES** : The successful candidate will be required to provide Budget Control services with the following responsibilities: Revise Cash flow and complete In-year monitoring schedule each month; Provide a monthly ministerial schedule for the relevant programme; Analyse budget of a programme and identify potential savings; Analyze and verify input for all exercises throughout the budget process; Support and advice programme managers and line function management on budget related issues; Develop and implement proper control measures for the effective and efficient utilisation of the budget in the department; Manage the training and development of staff under his/her control.
- ENQUIRIES** : Ms SZ Khumalo Tel No: (033) 260 8306
- POST 01/125** : **DISTRICT SUPPORT MANAGER (X2 POSTS)**
Chief Directorate: Community Development Workers and Public Participation
Directorate: CDWP and Rapid Response
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
Ref No: 78/2024 (CDWPP) – Umkhanyakude
Ref No: 79/2024 (CDWPP) – King Cetshwayo
The ideal candidate must be in possession of a RVQ 13 / National Diploma in Community Development/ Social Science coupled with Minimum of 3 Years Administrative experience, Practical demonstration of knowledge and skills and a valid Driver's Licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Dynamics, culture and language of targeted communities; How government operates; Human Resource and Financial Management; Project management; Relevant legislation; Planning; Teamwork; Decision making; Problem solving; Networking; Computer literacy; Leadership; Report Writing, Employee development; Analytical skills; Presentation; People management; Written and verbal; Communication with other Government Organisations, Private Sector; Microsoft Applications.
- DUTIES** : The successful candidate will be required to manage the community development workers programme within the district with the following responsibilities: Convene regular meetings with CDWs for briefing and reporting purposes on progress, problems experienced; Develop consolidated municipal and district analyses reports; Ensure smooth functioning of the Issue Management System within the district; Provide CDWs with relevant information on government programmes for communities to benefit; Manage the employment conditions and human resource management needs of CDW's.
- ENQUIRIES** : Ms N kaunda Tel No: (033) 355 6487
- POST 01/126** : **INTERNAL CONTROL OFFICER: AUDIT REF NO: 80/2024 (IC) (X2 POSTS)**
Office of the Head of Department
Directorate: Internal Control
- SALARY CENTRE** : R376 413 per annum (Level 08)
Pietermaritzburg

REQUIREMENTS

: The ideal candidate must be in possession of a BTech/ Degree or National Diploma with Accounting / Auditing/ Internal Auditing as majors coupled with 1-2 years' experience in Accounting and Auditing/Internal Control and Risk Management field and a valid Driver's License. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including Constitution, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations. Risk Analysis/management; Internal Control procedures; Risk Management Practices; Auditing and Internal Auditing Standards; Service Delivery (Batho Pele); Public Service Code of conduct; Provincial Treasury Practice Notes; Advanced Ms. office Applications; Problem-solving; Analytical and numeracy; Analytical and quantitative method tools; Good interpersonal relations; Report writing; Policy interpretation/analysis; Financial Management; Organising; Presentation; Statistical and quantitative analysis; Computer skills; Self-discipline and ability to work under pressure with minimum supervision; Good Communication skills (Written and verbal) Internally: CFO, Senior General Managers, General Managers, Senior Managers Accounting Officer, Internal Auditors and staff; Externally: Provincial Departments, National Departments, Auditor-General, Portfolio Committees, SCOPA, Provincial Audit Committee, Provincial Risk Management Forum and Consultants.

DUTIES

: The successful candidate will be required to provide effective and efficient internal departmental control services in terms of legislative mandates with the following responsibilities: Conduct internal control inspections to identify lack/ineffective internal control management systems within the department; Implement effective and efficient internal control management Policies, Frameworks and Procedure Manuals throughout the department; Implement Internal Control monitoring and evaluation mechanisms within the department; Provide transversal support, advice and guidance in terms of internal control prescripts; Participate in the compilation of reports to the Executing Authority on internal control management compliance programmes; Provide inputs on the development of departmental internal control policies, frameworks and procedure manuals.

ENQUIRIES

: Ms S Sokhabase Tel No: (033) 260 8040

POST 01/127

: **RISK MANAGEMENT OFFICER REF NO:81/2024 (IC)**
Chief Directorate: Office of the HOD
Directorate: Internal Control

SALARY CENTRE

: R376 413 per annum (Level 08)
: Pietermaritzburg

REQUIREMENTS

: The ideal candidate must be in possession of a BTech/Degree/National Diploma with Accounting/Auditing/Internal Auditing as majors coupled with 1-2 years' experience in Accounting and Auditing/Internal Control and Risk Management field. Computer Literacy. Valid Driver's License. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of public sector, Local government and public/private entities system and relevant legislation/statutes, including, Constitution, Public Financial Management Act, Municipal Finance Management Act, Treasury Regulations, Risk analysis/management, Internal Control procedures, Risk Management Practice, Auditing and Internal Auditing standards, Service Delivery Batho Pele, Public Service Code of Conduct, Provincial Treasury Practice Notes, Advanced MS Office Applications; Numeracy, Communication, Planning and organizing, Interpersonal skills, Problem Solving, Analytical and Numeracy, Report writing, Policy Interpretation/analysis, Financial Management, Analytical and quantitative methods tools, Organization, Presentation, Statistical and quantitative analysis, Self-discipline and ability to work under pressure with minimum supervision; Communication (written and verbal); good computer literacy in Ms Office.

DUTIES

: The successful candidate will be required to provide an effective and efficient department Risk Management Service in terms of Legislative mandates with the following responsibilities: Conduct Risk Management investigation to identify lack/ineffective risk management systems within the Department; Implementation effective and efficient risk management policies; framework and procedures manuals throughout the department; Implement risk management monitoring and evaluation mechanism within the department;

		Provide transversal support advice and guidance in terms of risk management prescripts; Provide inputs on the development of department risk management policies, framework and procedures manuals.
<u>ENQUIRIES</u>	:	Ms S Sokhabase Tel No: (033) 260 8040
<u>POST 01/128</u>	:	<u>RECORDS MANAGEMENT OFFICER REF NO: 82/2024 (CS)</u> Chief Directorate: Corporate Services Directorate: Auxiliary Services
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Grade 12 coupled with 3-5 years' experience in the field of records management relevant training presented by the National Archives and Records Services or National Diploma/ Degree in Records Management with no experience; Valid Driver's License. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Information management, Specialist knowledge of records management practices, Classification of Information. Promotion of Access to Information. Ability to work under pressure with minimum supervision. Computer literate, Knowledge of relevant standards and the statutory and regulatory framework within which the office functions, Understanding of the most prevalent systems being employed (i.e. transaction processing system, electronic document management systems, electronic records management systems etc.); Teamwork, Planning and time management, Influencing, Management performance; Communication (Written and verbal); good Computer Literacy in Ms Office.
<u>DUTIES</u>	:	The successful candidate will be required to ensure that the records management practices comply with the requirements of the National Archives and Records Services (Act 43 as amended or its provincial equivalent) with the following responsibilities: Facilitate the implementation of the records management policy and procedure manual. (Implement the records classification system and maintenance of the filing system; Ensure that all records are kept in safe custody; Facilitate the disposal of records.
<u>ENQUIRIES</u>	:	Ms Z Mtshali Tel No: (033) 260 8028
<u>POST 01/129</u>	:	<u>FINANCIAL ADMINISTRATION OFFICER (X4 POSTS)</u> Chief Directorate: Traditional Resource Administration Directorate: Traditional Institutional Support
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Ref No: 83/2024 (TIS) - Umgungundlovu Ref No: 84/2024 (TIS) - Umkhanyakude Ref No: 85/2024 (TIS) - Harry Gwala Ref No: 86/2024 (TIS) - Uthukela
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Degree/ National Diploma in Financial Management or Senior Certificate coupled with a minimum of 3 years' experience in a financial environment. Computer Literacy. Valid Driver's License. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Policy analysis, Project management, Relevant legislation and prescripts (PFMA, DoRA), Treasury regulation, Knowledge of IsiZulu and African Culture; Planning, Decision making, Numeracy, Problem solving, Analytical; Communication (written and verbal)
<u>DUTIES</u>	:	The successful candidate will be required to render support to the Local House of Traditional Leaders and Traditional Councils in the District with the following responsibilities: Provide financial management support to TCs; Procure supplies and services for TCs and LH; Ensure effective and efficient management of assets of TCs and LH; Attend to audit reports and queries Ensure proper use of allocated resources.
<u>ENQUIRIES</u>	:	Ms Bos Nzimande Tel No: (033) 8975862
<u>POST 01/130</u>	:	<u>STATE ACCOUNTANT: TRADITIONAL FINANCIAL SUPPORT REF NO: 87/2024 (TRA)</u> Chief Directorate: Financial Management Directorate: Financial Accounting
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Pietermaritzburg

- REQUIREMENTS** : The ideal candidate must be in possession of a Degree/ National Diploma in Financial Management or relevant qualification coupled with minimum of 3 years' experience in a financial environment. Computer Literacy. Valid Driver's License. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Policy analysis, Project management, Relevant legislation and prescripts (PFMA, DORA), Treasury regulation; Numeracy, Communication, Planning and organizing, Interpersonal skills, Analytical; Communication (written and verbal).
- DUTIES** : The successful candidate will be required to provide revenue service to TC's with the following responsibilities: Administer the revenue of Traditional Council; Ensure accurate and efficient voucher control; Clearing of all bank exceptions and suspense accounts; Co- Ordinate monthly and year-end report for Traditional: Councils; Provide support in ensuring effective and efficient utilization of departments.
- ENQUIRIES** : Mr B Cele Tel No: (033) 260 8017
- POST 01/131** : **ADMINISTRATIVE OFFICER (X3 POSTS)**
Chief Directorate: Traditional Resource Administration
Directorate: Traditional Institutional Support
- SALARY CENTRE** : R308 154 per annum (Level 07)
Ref No: 88/2024 (TIS)- Umkhanyakude District
Ref No: 89/2024 (TIS)- Amajuba District
Ref No: 90/2024 (TIS)- Ethekwini District
- REQUIREMENTS** : The ideal candidate must be in possession of a Grade 12 coupled with 3 – 5 years' relevant administrative experience. Computer Literacy. Valid Driver's License. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of National and Departmental Policies and Prescripts, Knowledge of general delegations, General knowledge of registry, archival and filing systems and procedures; Organizational skills, Report writing skills; Ability to work under pressure, Innovative/creative, Loyal and Trustworthy, Honest, Integrity, Energetic, Accept responsibility, Ability to work in a team and independency when necessary; Communication (written and verbal); Communication with other organizations.
- DUTIES** : The successful candidate will be required to render administrative support services to the Directorate: Traditional Institutional Support in Local House of Traditional Leaders and Traditional Councils in the District with the following responsibilities: Provide Secretariat services; Carry out District Database functions; Facilitate production and filling of documents; Requisitions of district, local house and TC documents, facilitate Occupational Health System (OHS) for the district, Organize the Directorates' resources (HR, and Equipment).
- ENQUIRIES** : Ms Bos Nzimande Tel No: (033) 897 5862
- POST 01/132** : **DEVELOPMENT FACILITATION OFFICER (X8 POSTS)**
Chief Directorate: Traditional Resource Administration
Directorate: Traditional Institutional Support
- SALARY CENTRE** : R255 450 per annum (Level 06)
Ref No: 91/2024 (TIS) – Umzinyathi
Ref No: 92/2024 (TIS) – Amajuba
Ref No: 93/2024 (TIS) – Harry Gwala
Ref No: /2024 (TIS) – Ethekwini
Ref No: 95/2024(TIS) – Uthukela
Ref No: 96/2024 (TIS) – Umgungundlovu
Ref No: 97/2024 (TIS)- Umkhanyakude
Ref No: 98/2024 (TIS) - Zululand
- REQUIREMENTS** : The ideal candidate must be in possession of a Grade 12 or National Diploma in Administration coupled with 2 years' experience. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of Provincial Policies; Departmental policies; Delegations; Computer literacy; Numeracy; Communication; Planning and organizing; Interpersonal skills; Interpersonal Skills; Research; Computer literacy; Financial Management; Decision making; Problem solving; Good interpersonal skills; Excellent verbal and written communication with Departmental officials, Private sector companies, public, other department; Computer Literacy and a valid drivers license.

DUTIES : The successful candidate will be to provide support in development programs with the following responsibilities: Facilitate the implementation of development interventions in partnership with Traditional Leaders and other relevant stakeholders; Liaise and co-ordinate with all relevant role players; Perform administrative support for Traditional Leaders development activities; Keep up to date with new developments in the field to enhance service delivery.

ENQUIRIES : Ms Bos Nzimande Tel No: (033) 897 5862

POST 01/133 : **FINANCIAL CLERK (X3 POSTS)**
Chief Directorate: Traditional Resource Administration
Directorate: Traditional Institutional Support

SALARY CENTRE : R216 417 per annum (Level 05)
: Pietermaritzburg
Ref No: 99/2024 (TRA)- Ilembe
Ref No: 100/2024 (TRA)- Amajuba
Ref No: 101/2024 (TRA)- Umkhanyakude

REQUIREMENTS : Grade 12 certificate or equivalent. Computer Literacy. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Basic Knowledge of financial functions, ability to capture data, operate computer, collate financial statistics; Basic knowledge of the Public Service financial legislations, procedures and Treasury regulation (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual); Knowledge of basic financial operating systems (PERSAL, BAS LOGIS etc); Computer skills, Planning and Organizational skills; Interpersonal skills; good communication (verbal and written); Numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.

DUTIES : The successful candidate will be required to render financial support services within the department with the following responsibilities: - Render Financial Accounting transactions; Render payment services for TC's and LH, Render administrative and financial support to traditional councils and Local Houses Render administrative support on trust accounts, Provide support with the management of assets of TCs and LH, Perform bookkeeping support services; Render a budget support services.

ENQUIRIES : Ms Bos Nzimande Tel No: (033) 897 5862

POST 01/134 : **DRIVER/MESSENGER (X7 POSTS)**
Chief Directorate: Traditional Resource Administration
Directorate: Traditional Institutional Support

SALARY CENTRE : R183 279 per annum (Level 04)
: Ref No: 102/2024 (TRA) – Harry Gwala District
: Ref No: 103/2024 (TRA) – Ethekwini
Ref No: 104/2024 (TRA) – Ugu District
Ref No: 105/2024 (TRA) – Amajuba District
Ref No: 106/2024 (TRA) – Umkhanyakude District
Ref No: 107/2024 (TRA) – Uthukela District
Ref No: 108/2024 (TRA) – Umzinyathi District

REQUIREMENTS : The ideal candidate must be in possession of a Grade 10 qualification coupled with 7 – 12 months relevant experience and a valid Driver's License. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of the procedures to operate a motor vehicle e.g. procedures to obtain trip authorities, complete logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing of flat tyre), Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. how and for what purpose can the motor vehicle be utilised, what is the requirement for the storage of the vehicle, Knowledge of the procedures to ensure that the motor vehicle is maintained properly, Knowledge of the procedures to perform messenger functions and routine office support like registry functions and the making of photocopies, good interpersonal skills; good communication skills (verbal and written).

DUTIES : The successful candidate will be required to provide driver and messenger duties with the following key responsibilities: Drive light and medium motor vehicles to transport passengers and deliver other items, Do routine maintenance on the allocated vehicle and report defects timeously, Complete all the required and prescribed records and log books with regard to the vehicle

and the goods handled, Render a clerical support/messenger service in the relevant office.

ENQUIRIES : Ms Bos Nzimande Tel No: (033) 8975862

DEPARTMENT OF HEALTH

OTHER POSTS

POST 01/135 : **LECTURER: NURSING SPECIALTY (POST GRADUATE DIPLOMA IN PERIOPERATIVE NURSING) REF NO: HRM 29/2024 (X1 POST)**

SALARY : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum

CENTRE : Victoria Mxenge Hospital

REQUIREMENTS : A National Senior certificate/ Grade 12 Plus Degree/ National Diploma in General Nursing & Midwifery that allows registration with the South African Nursing Council (SANC) as a Professional nurse Plus A Post Basic qualification in Nursing Education registered with SANC Plus A Post Basic qualification in Operating Theatre Nursing Science registered with SANC Plus Proof of current registration (2024) (this only would apply to candidates that are shortlisted) with South African Nursing Council Plus In possession of an unendorsed valid RSA Driver's License (Code EB) Plus A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of grade 1 PND 1) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing and Midwifery of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2) Only shortlisted persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) Recommendation: Masters' Degree in Nursing, Computer Literacy Knowledge, Skills, Training And Competencies Required: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labor Relations Act, etc., Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council, Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice, Possess knowledge of curriculum development and review, Knowledge of procedures and processes related to co-ordination of Post graduate diploma in Perioperative Nursing, Possess proficiency in teaching and assessment in Nursing Education, Possess sound knowledge of planning, scheduling, implementation of Post Graduate Diploma in Perioperative Nursing training programs, Possess sound conflict and decision-making/problem solving skills, Have good research and analytical skills, Have excellent communication and presentation skills (both verbal and written, Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook, Good interpersonal relations, Ability to work within set deadlines, Proficiency in teaching and assessment of Post Graduate Diploma in Perioperative Nursing evaluation approaches, Possess good communication (written & verbal) and presentation skills.

DUTIES : Provide education and training to students, Coordinate clinical learning exposure to students between college and clinical areas, Support the mission and promote the image of the college, Implement assessment strategies to determine learner's competencies, Exercise control over students, Participate in quality assurance programs, Implement the new nursing programs in line with SANC and CHE regulations, Participate in the provisioning of continuous Professional Development activities at the Campus, Participate in all government structures of the College, Participate in policy analysis, development and implementation and review of nursing curricula for Post Graduate Diploma in Peri-Operative Nursing.

ENQUIRIES : Mrs. E.S. Biyela Tel No: (031) 360 3110

APPLICATIONS : Please forward emailed applications to and kingedwardhospital.HRJobapplication@kznhealth.gov.za Hand Delivered Applications should be posted into the Red Box, Next To The ATM in the Admin Building

**FOR ATTENTION
NOTE**

: Mrs. N.J Garib (HR Department)
: 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. Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. 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 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 90 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. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE

: 24 January 2025

POST 01/136

: **CLINICAL LECTURER: ADVANCED DIPLOMA IN MIDWIFERY REF NO: HRM 31/2024 (X1 POST)**

SALARY

: Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum

**CENTRE
REQUIREMENTS**

: Victoria Mxenge Hospital
: Senior Certificate/Grade 12 Plus A Diploma /Degree in Nursing and Midwifery or equivalent qualification registered with the South African Nursing Council (SANC) as a Professional Nurse Plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) Plus Post Basic qualification in Midwifery and Neonatal Nursing Science registered with SANC PLUS Proof of current registration (2024) (this only would apply to candidates that are shortlisted) with South African Nursing Council PLUS In possession of an unendorsed valid RSA Driver's License (Code EB) Plus A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council. (In the case of grade 1 PND 1) OR A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing and Midwifery of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (In the case of grade 2 PND 2) Recommendation: Masters' Degree in Nursing, Computer Literacy Knowledge, Skills, Training And Competencies Required: The incumbent of this post will report to the Principal of the Campus and will be responsible to co-ordinate, implement and monitor and effective Clinical Training system, and as such, the ideal candidate must: Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation, Have in-depth knowledge of procedures and process related to nursing and nursing education, Possess sound knowledge and understanding of nursing code of ethics and professional practice, Possess in depth knowledge of teaching and clinical approaches, Have good research and analytical skills, Competence in conflict management, Possess good communication and interpersonal skills, Willingness to travel.

DUTIES

: Provide effective and efficient clinical training of student midwives, Coordinate clinical learning exposure of student midwives between the campus and clinical area, Implement assessment strategies to determine student midwives' competencies, Develop/design, review and evaluate clinical evaluation tools, Implement the quality management system for the Nursing Education Institution, Implement the new nursing programs in line with SANC and CHE regulations, Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus, Support the mission and promote the image of the college, Exercise control over student midwives.

**ENQUIRIES
APPLICATIONS**

: Mrs. E.S. Biyela Tel No: (031) 360 3110
: Please forward emailed applications to and kingedwardhospital.HRJobapplication@kznhealth.gov.za Hand Delivered

**FOR ATTENTION
NOTE**

Applications should be posted into the Red Box, next to the ATM in the Admin. Building

: Mrs. N.J Garib (HR Department)
: 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. Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. 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 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 90 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. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE

: 24 January 2025

POST 01/137

: **CLINICAL NURSE PRACTITIONER REF NO: UMKH 01/2025 (X1 POST)**
Component: HIV AIDS – High Transmission Area
Re-advertisement

SALARY

: R451 533 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements) Rural Allowance (On claim basis)

**CENTRE
REQUIREMENTS**

: Umkhanyakude Health District Office
: **Grade 1:** Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Primary Health Care accredited with the SANC. Registration with the SANC as a Professional Nurse and current SANC receipt. A minimum of four (04) years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Primary Health Care accredited with the SANC. Registration with the SANC as a Professional Nurse and current SANC receipt. A minimum of fourteen (14) years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognizable after obtaining the one (01) year post basic qualification in Primary Health Care. Knowledge, Skills, Training and Competences Required: Knowledge of Nursing care processes and procedures, other relevant legal frameworks such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patient's Rights Charter. Interpersonal skills including public relations, conflict handling and counseling Good insight of procedures and policies pertaining to nursing care. Personal attributes: responsiveness, professionalism, supportive and assertive. Good communication, report writing, decision making and problem solving skills.

DUTIES

: Provide quality comprehensive community health care by promoting preventive, curative and rehabilitative services for the clients and the community. Administrative services such as providing accurate statistics for evaluation and future planning Distribute male and female condoms. Provide HIV counseling and testing. Management of Sexual and Transmitted Infection and screening for Tuberculosis services. Provide Nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Implement standards, practices, criteria and the indicators for quality nursing. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Ensure provision of basic needs of patients and a safe and therapeutic environment. Maintain constructive working relationship with Nursing and other stakeholders. Keep good valid record on all client intervention. Ensuring proper utilization of all resources efficiently and effectively.

ENQUIRIES : Ms. TM Dlamini Tel No: (035) 572 1327

APPLICATIONS : To be forwarded to: The Manager District Health Office Umkhanyakude Health District Office P/ Bag X026, Jozini, 3969 or hand deliver at: uMkhanyakude Health District Office behind KFC
Umkhanyakudedistricthealth.jobapp@kznhealth.gov.za

FOR ATTENTION : Mr. B.K Mpupa: Assistant Director: HRM

NOTE : Directions to the Candidates: The following documents must be submitted: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. No copies/qualifications/proof/letter, only Z83 and CV submitted on application The reference number must be indicated in the column provided on the form Z.83 e.g. reference number EMSUMKH 01/2024. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on 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). NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE : 31 January 2025

POST 01/138 : **LECTURER: NURSING SPECIALTY (ORTHOPAEDIC NURSING SCIENCE)**
REF NO: HRM 30/2024 (X2 POSTS)

SALARY : Grade 1: R451 533 – R530 376 per annum
Grade 2: R553 545 – R686 211 per annum

CENTRE : Victoria Mxenge Hospital

REQUIREMENTS : A National Senior certificate/ Grade 12 Plus A Diploma / Degree in Nursing and Midwifery Plus Post Basic qualification in Nursing Education registered with SANC Plus Post Basic qualification in Orthopedic Nursing Science registered with SANC Plus Proof of current registration (2024) (this only would apply to candidates that are shortlisted) with South African Nursing Council: Plus In possession of an unendorsed valid RSA Driver's License (Code EB): Plus A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of grade 1 PND 1) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2) Only shortlisted persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Recommendation: Masters' Degree in Nursing, Computer Literacy Knowledge, Skills, Training and Competencies Required: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labor Relations Act, etc., Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council, Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice, Possess knowledge of curriculum development and review, Knowledge of procedures and processes related to co-ordination of Post graduate diploma in Orthopedic Nursing, Possess proficiency in teaching and assessment in Nursing Education, Possess sound knowledge of planning, scheduling, implementation of Orthopedic nursing training programs, Possess sound conflict and decision-making/problem solving skills, Have good research and analytical skills, Have excellent

communication and presentation skills (both verbal and written), Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook, Good interpersonal relations, Ability to work within set deadlines, Proficiency in teaching and assessment of Post Graduate Diploma in Orthopedic Nursing evaluation approaches, Possess good communication (written & verbal) and presentation skills.

DUTIES : Provide education and training to students, Coordinate clinical learning exposure to students between college and clinical areas, Support the mission and promote the image of the college, Implement assessment strategies to determine learner's competencies, Exercise control over students, Participate in quality assurance programs, Participate in policy analysis, development and implementation, Development and review of curriculum for Orthopedic Nursing, Implement the new nursing programs in line with SANC and CHE regulations, Participates in the provisioning of continuous Professional Development activities at the Campus, Participates in all government structures of the College.

ENQUIRIES : Mrs. E.S. Biyela Tel No: (031) 360 3110

APPLICATIONS : Please forward emailed applications to and kingedwardhospital.HRJobapplication@kznhealth.gov.za Hand Delivered Applications should be posted into the Red Box, Next to the ATM In The Admin. Building

FOR ATTENTION : Mrs. N.J Garib (HR Department)

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CLOSING DATE : 24 January 2025