

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

<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Ms E Perumal
<u>CLOSING DATE</u>	:	16 October 2026
<u>NOTE</u>	:	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 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with a disability.

OTHER POSTS

<u>POST 35/176</u>	:	<u>GIS TECHNICIAN CONTROL GRADE B REF NO: 22/1/3/6/3/44/2026 (MP)</u> Chief Directorate: Municipal Planning Directorate: Geospatial Information Service
<u>SALARY</u>	:	R970 731 per annum, (OSD)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must, at a minimum, be in possession of a recognised Diploma in GISc, Cartography or relevant qualification as recognised by SAQA coupled with 6-year post qualification Technical (GISc) experience, compulsory registration with SAGC as a GISc Technician and a valid driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have knowledge of: Geo-database implementation; understanding of GIS applications and spatial data; theory; principles; and practices of GIS; knowledge of GIS standards; GIS software applications; GIS software customisations; basic understanding of technologies such as GPS, Photogrammetry and remote sensing; projections; principles of cartography; problem solving and analysis; decision making skills; team work; analytical skills; creativity skills; self-management; customer service; communication and interpersonal skills; planning; organising and execution; project Management and Computer skills.
<u>DUTIES</u>	:	The successful candidate will have the following key responsibilities: - Manage, supervise and perform technical GISc activities; Maintain GIS unit Effectiveness; People management; Functional Requirement analysis and Research. The candidate will be responsible for coordinating and implementing KZN COGTA's geospatial programmes and services by managing enterprise GIS platforms, maintaining the Integrated Land Information System (ILIS), developing and supporting geospatial dashboards, coordinating the georeferencing of strategic provincial projects, and providing spatial intelligence to support government planning and decision-making. The role supports key initiatives such as the District Development Model (DDM), Municipal Local Economic Development (MLED), Disaster Risk Reduction (DRR), Climate Change adaptation, municipal infrastructure and service

		delivery projects, while also providing GIS support to municipalities through training, advisory services, data management and capacity-building. In addition, the position conducts spatial analysis, produces maps and analytical reports, supports disaster management and resilience planning, coordinates stakeholder engagements and GIS projects, and drives the adoption of innovative geospatial technologies to improve governance, monitoring, reporting and service delivery across the province.
<u>ENQUIRIES</u>	:	Mr M Naik at 082 806 4083
<u>POST 35/177</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION REF NO: 22/1/3/6/3/43/2026 (FM)</u> Chief Directorate: Financial Management Directorate: Financial Accounting
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a NQF level 7 qualification in Financial Management as recognised by SAQA coupled with 3 years junior management experience in a financial management environment and a valid driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have knowledge of:- Policy analysis and development; Financial Management; Treasury Regulations; PFMA; Public Service Act and regulations; Presentation skills; Team development; Decision making; Problem solving; Organising and co-ordinating meetings; Policy development; Analysing; Report writing; Project Management; Financial management; Ability to perform under pressure; Ability to work independently; Good Communication skills (written and verbal) with other Government Departments, Private Sector Organisations, Staff and Management; Computer literacy in Ms Word; PowerPoint and Ms Excel.
<u>DUTIES</u>	:	The successful candidate will be required to manage comprehensive payment administration system for the Department with the following key responsibilities:- Manage the financial control processes of the Department; Manage the payment and recording of financial obligations of the Department; Administer credit management service; Attend to financial administration queries/ enquires; Develop policies and strategies aimed at improving service delivery; Manage resources of the Sub-directorate.
<u>ENQUIRIES</u>	:	Mr B Cele Tel No: (033) 260 8017
<u>POST 35/178</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT SUPPPORT (X3 POSTS)</u> Chief Directorate: Community Development Workers Programme and Public Participation Directorate: CDWS & Rapid Response
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Ugu: Ref No: 22/1/3/6/3/45/2026 (UGU) Ethekwini: Ref No: 22/1/3/6/3/46/2026 (ETH) Ulundi: Ref No: 22/1/3/6/3/47/2026 (ULU)
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a National Diploma or NQF Level 6 qualification in Community Development/ Social Science as recognised by SAQA coupled with 3 years' experience in a community development/ administrative environment and a valid driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have Knowledge of the: Dynamics, culture and language of targeted communities; how government operates; Human Resources and Financial Management; Project management; relevant legislation; Local Government legislation ; Government policies, prescripts and legislation; Planning; Team work; Decision making skills; Problem solving skills; Networking skills; Leadership skills; Report writing skills; Employee development; Analytical skills; Presentation skills; People management; Good communication skills (verbal & written) with other Government organizations and Private sector and good computer literacy in MS Office.
<u>DUTIES</u>	:	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 and problems experienced; Coordinate, monitor and report on the implementation of the CDW Programme within the

		District; Promote and maintain stakeholder relations; Provide CDWs with relevant information on government programmes for communities to benefit; Manage the resources under your control.
<u>ENQUIRIES</u>	:	MS P Khumalo At 031 204 1766
<u>POST 35/179</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 22/1/3/6/3/48/2026 (CS)</u> Chief Directorate: Corporate Services Directorate: Auxiliary Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) Pietermaritzburg The ideal candidate must be in possession of NQF 6 in Public Administration/ Business Administration/ Office Administration as recognised by SAQA coupled with 3 years supervisory experience in an office service environment and a valid driver's license (Code B). Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of general administration; housing accommodation policy; major and minor works; Financial regulations; Treasury regulations; PFMA; Public Service Act and Regulations; Departmental Delegations; National Archives Act; Occupational Health and Safety Act; good planning; team development; leadership skills; decision Making; problem solving; organising ability; basic financial management; employee development; project management; good communication skills (written and verbal) with other government organisations, private sector, NGOs and departmental staff and computer literacy.
<u>DUTIES</u>	:	The successful candidate will be required to provide effective office services and facilities management to the Department with the following responsibilities: Manage office Services; Manage departmental accommodation and facilitate major works on behalf of the Department; Manage minor maintenance services within the Department; Provide advice, guidance and input to policy, procedures and processes; Manage resources under your control.
<u>ENQUIRIES</u>	:	MR MM Ntombela Tel No: (033) 260 8364
<u>POST 35/180</u>	:	<u>ASSISTANT DIRECTOR: HRM INFORMATION SYSTEMS REF NO: 22/1/3/6/3/49/2026 (HRA)</u> Chief Directorate: Human Resource Management and Development Directorate: Human Resource Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) Pietermaritzburg The ideal candidate must be in possession of a National Diploma/ NQF Level 6 qualification in HR/ HR Systems as recognised by SAQA, successfully passed the PERSAL Controller training exam and have at least 3 years' administrative experience in the PERSAL Administration environment and a valid code 08 driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have Knowledge of the: - Operation of HR Systems (PERSAL etc.); Knowledge of Public Service Act/ Regulations; Departmental Policies; Understanding HRM practices in the Public Service; Public Service reporting procedures and work environment; 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; problem solving and analytical thinking; financial management; team building; manipulation of information to compile reports; project management; presentation and facilitation skills; motivation /leadership skills and negotiation skills; good communication skills (verbal & written) with internal and external personnel, Office of the Premier, auditors, management and staff of the department and Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Access, PERSAL).
<u>DUTIES</u>	:	The successful candidate will be required to maintain a Departmental HRM information system with the following responsibilities: - Maintain an appropriate HR information system for the department; Manage the departmental PERSAL system; Provide analytical reports; Manage the provisioning and allocation of posts; Provide advice and guidance and input to policy; Manage the resources of the Division.
<u>ENQUIRIES</u>	:	Mrs A Rautenbach Tel No: (033) 260 8003

<u>POST 35/181</u>	:	<u>SURVEY TECHNICIAN PRODUCTION GRADE C REF NO: 22/1/3/6/3/50/2026 (MP)</u> Chief Directorate: Municipal Planning Directorate: Survey Services
<u>SALARY</u>	:	R518 769 per annum, (OSD)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Grade 12 certificate and Diploma (NQF level 6) in Survey or Geomatics, or a relevant qualification as recognised by SAQA, coupled with 3 years post-qualification technical (Survey) experience, compulsory registration with the South African Geomatics Council (SACG) as a Geomatics Technician and a valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have knowledge of programme and project management; survey design and analysis; research and development; computer-aided survey applications; legal compliance; technical report writing; and creating a high-performance culture. Job-related skills: Decision-making; team leadership; financial management; analytical skills; creativity; self-management; customer focus and responsiveness; communication (written and verbal); planning and organising; conflict management; problem-solving and analysis; innovation and computer literacy.
<u>DUTIES</u>	:	The successful candidate will be required to provide Survey Services with the following key responsibilities: provide technical survey services and support; perform administrative and related functions; perform surveys and survey computations; provide input into the budgeting process; liaise with relevant bodies/councils on survey-related matters; and conduct research and development.
<u>ENQUIRIES</u>	:	Ms T Nodada Tel No: (031) 204 1824
<u>POST 35/182</u>	:	<u>SCM PRACTITIONER: TRADITIONAL ASSETS ADMINISTRATION REF NO: 22/1/3/6/3/51/2026 (CS)</u> Chief Directorate: Financial Management Directorate: Supply Chain Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Senior Certificate/ Grade 12/NQF Level 4 with a minimum of 3 years asset management (SCM) experience and a valid driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of Supply Chain Management; Sound knowledge of PFMA, Treasury regulations, SCM prescripts; functional knowledge of assets management; Public Service Act; Public Service Regulation; Basic Conditions of Employment Act; numeracy skills, report writing skills; Listening skills; Interpersonal skills; Good communication skills (verbal & written) with staff, management, traditional institutions, public and other departments; intermediate computer literacy (MS Word, Excel).
<u>DUTIES</u>	:	The successful candidate will be required to ensure an asset administration service in respect of traditional assets with the following responsibilities: Undertake financial reconciliations (including adjusting entries) of the asset register with the general ledger and financial statement; Ensure support during traditional institutions stock takes; Facilitate the loss control procedure and effect correct journal entries on the LOCO system; Exercise control of human resources.
<u>ENQUIRIES</u>	:	Mr V Parbhoodeen Tel No: (033) 260 8023
<u>POST 35/183</u>	:	<u>ADMINISTRATION OFFICER: LEGAL SERVICES REF NO: 22/1/3/6/3/52/2026 (CS)</u> Head Of Department Directorate: Legal Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of Senior Certificate/Grade 12/ NQF level 4 coupled with 3 years' administration experience in Legal Services. Essential Knowledge, Skills And Competencies Required: The successful

		candidate must have: - Knowledge of Policies; Legislation and Prescripts pertaining to Public Administration and Traditional Affairs; Computer Literacy (Excel); Administration procedures; Database maintenance; Professional skills; Client orientated; Loyal and dedicated; Honest; Tactful; Approachable; Innovative; Discipline; Ability to work under pressure; Innovative/creative; Ability to work in a team and independently; Good communication skills (written and verbal) with staff.
<u>DUTIES</u>	:	The successful candidate will be required to render administrative support services with the following responsibilities: - Provide administrative support services; Provide secretariat services; Manage database; Provide registry support services.
<u>ENQUIRIES</u>	:	Mr SP Mncwango Tel No: (033) 260 8034
<u>POST 35/184</u>	:	<u>COMMUNITY DEVELOPMENT WORKER REF NO: 22/1/3/6/3/53/2026 (CDW)</u> Chief Directorate: Community Development Workers and Public Participation Directorate: CDWP and Rapid Response
<u>SALARY</u>	:	R280 278.per annum (Level 06)
<u>CENTRE</u>	:	Ophongolo
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Senior Certificate/Grade 12 with no relevant experience. A qualification in Community Development Work will be an added advantage; experience in Community Development Work including but not limited to volunteering in Community Development projects and practices will be an added advantage. Essential Knowledge, Skills, and Competencies Required: The successful candidate must have:- Sound knowledge of Community Development; Municipal structures; Government services; Report writing; Interpersonal skills; Communication skills and Computer literacy.
<u>DUTIES</u>	:	The successful candidate will be required to liaise, co-ordinate, mobilize, inform and assist communities with access to services provided by government and to assist communities to identify and communicate their needs to Government at National, Provincial and Local Government level to bring government closer to the people with the following responsibilities:- determine the needs of communities and coordinate these needs to the relevant government structures; Co-ordinate the collation of information; Keep records of all services rendered by government and the processes and mechanisms to access those services; Promote networks and enhance the activities of existing local governance structures and other stakeholders (CBW, NGO's etc) aimed at improved service delivery; Inform and assist communities with access to the services provided by government structures.
<u>ENQUIRIES</u>	:	MS P Khumalo Tel No: (031) 204 1766
<u>POST 35/185</u>	:	<u>FINANCE CLERK (X2 POSTS)</u> Chief Directorate: Traditional Resource Administration Directorate: Traditional Institutional Support
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Umkhanyakude: Ref No: 22/1/3/6/3/54/2026 (UMK) Ugu: Ref No: 22/1/3/6/3/55/2026 (UGU)
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Senior Certificate/Grade 12 /NQF Level 4 with no experience required and a valid driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have Knowledge of: - Knowledge of IsiZulu and African Culture; Administrative processes; Job Knowledge; Knowledge of financial/ accounting functions; Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Knowledge of SCM principles; Treasury Regulations; Public Finance Management Act; Traditional and Khoi-San Leadership Act; Public Service Act; Public Service Regulations; Labour Relations Act; Knowledge of basic financial operating system (PERSAL, BAS And LOGIS etc) Policy analysis; Planning skills; Decision making skills; Problem solving skills; Numerical skills; Financial Accounting/management; Good communication skills (verbal & written) with other Government organizations and Private sector and good computer literacy in MS Office.
<u>DUTIES</u>	:	The successful candidate will be required to render accounting services to the Local House of Traditional Leaders and Traditional Councils in the district with

		the following responsibilities: - Render financial services; Render payment services for Traditional Councils and Local Houses; 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 Traditional Councils and Local Houses.
<u>ENQUIRIES</u>	:	Ms B Nzimande at 060 885 5308 OR MS Z Maphanga at 060 882 0969
<u>POST 35/186</u>	:	<u>REMUNERATION OFFICER REF NO: 22/1/3/6/3/56/2026 (HRA)</u> Chief Directorate: Human Resource Management and Development Directorate: Human Resource Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Pietermaritzburg The ideal candidate must be in possession of a Senior Certificate/ Grade 12 or equivalent with 0-6 months experience in Human Resource Management procedures in the Public Service and a valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: In depth knowledge in the Public Service Human Resource Management; Sound knowledge of PERSAL; Computer literacy; Good numerical skills; Ability to work under pressure; Accuracy in checking and capturing information; Good communication skills (written and verbal). A PERSAL certificate; Introduction; Allowance and Deductions will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be required to provide a salary administration service to the Department with the following responsibilities: - Provide an effective and timeous service in respect of completion of all Persal salary related transactions; Provide an administration service with regard to salary related matters; process all abnormal appointments and related transactions; Provide advice and guidance with regard to salary related matters.
<u>ENQUIRIES</u>	:	Mrs NJ Shezi Tel No: (033) 260 8092
<u>POST 35/187</u>	:	<u>PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: 22/1/3/6/3/57/2026 (HRA)</u> Chief Directorate: Human Resource Management and Development Directorate: Human Resource Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Pietermaritzburg The ideal candidate must be in possession of a Senior Certificate/ Grade 12 with no experience required and a valid Driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have knowledge of: Knowledge of the Public Service prescripts; Legislation; Policies and collective agreements relating to HRM; Practical demonstration of knowledge in key responsibility area; HR systems and their relation to other systems within the Department; PERSAL; Interpersonal relations; Policy interpretation; Presentation skills; Problem solving; Decision making; Good communication skills (verbal and written) with other departments, private sector, public and officials from the department and Computer literacy.
<u>DUTIES</u>	:	The successful candidate will be required to render conditions of service for employees of the department with the following key responsibilities: - Process appointments and transfers; Process exits; Attend to leave matters; Process long service awards and IOD's.
<u>ENQUIRIES</u>	:	Ms R Norris Tel No: (033) 260 8105
<u>POST 35/188</u>	:	<u>REGISTRY CLERK: FACILITIES REF NO: 22/1/3/6/3/58/2026 (CS)</u> Chief Directorate: Corporate Services Directorate: Auxiliary Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Durban The ideal candidate must be in possession of a Senior Certificate/ Grade 12 with no experience required. Essential Knowledge, Skills And Competencies Required: The successful candidate must have knowledge of: Registry procedures; Archives Act; Performance management procedures and policies; Good communication and writing skills; use of computer equipment and program; Communication skills (written and verbal) with other government organisations and private sector.

<u>DUTIES</u>	:	The successful candidate will be required to provide registry services with the following key responsibilities: - Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Process documents for archiving and disposal.
<u>ENQUIRIES</u>	:	Mr MM Ntombela Tel No: (033) 260 8364
<u>POST 35/189</u>	:	<u>ADMINISTRATION CLERK REF NO: 22/1/3/6/3/59/2026 (TRA)</u> Chief Directorate: Traditional Resource Administration Directorate: Administrative Support
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Umkhanyakude District
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a Senior Certificate/ Grade 12 or equivalent with no previous experience required. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Knowledge and understanding of legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment; Computer skills; Planning and organisational skills; Language; Good communication skills (verbal and written).
<u>DUTIES</u>	:	The successful candidate will be required to render administrative support services with the following responsibilities: - Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Mrs VM Sikhosana Tel No: (035) 573 0885

DEPARTMENT OF HEALTH

Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the Department

MANAGEMENT ECHELON

<u>POST 35/190</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: G51/2026</u> Cluster: Office Of the Head of Department
<u>SALARY</u>	:	R1 885 710 per annum (Level 15), (an all-inclusive SMS salary package)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting / Public Finance / Economics with Postgraduate / Honours (NQF Level 8) in Accounting / Public Finance / Economics and Honours as majors, OR a Post Graduate Diploma in Accounting/CTA OR CA qualification as recognized by SAQA. Eight (8) years' experience at a senior managerial level in a Financial Management environment. Three (3) years must be at a chief Director level, within the eight years, there must be three (3) years' experience in a Public Sector environment. Unendorsed valid Code B driver's license (Code 8). Additional Information (in their order of importance): Qualification as a Chartered Accountant. A post graduate qualification in Public Health/ Management. A recognized certification in Project Management will serve as a recommendation. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for an SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/ . Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. 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 And Competencies: The incumbent of this post will report to the Head of Department of Health, and will be responsible to support the Accounting Officer and other senior managers in the execution of their

functions in terms of the Public Finance Management Act, the Treasury Regulations and Practices Notes; and manage the financial, accounting and supply chain management systems of the Department ensuring good governance arrangements and value for money in the Department. The ideal candidate must: Possess sound technical knowledge of GRAP (Generally Recognized Accounting Practices) and GAAP (Generally Accepted Accounting Practices), which will encompass the transition to the “accrual” basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management. Have the ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Cluster Managers ensuring compliance with the provisions of the Public Finance Management Act, Treasury Regulations and Provincial Treasury Practice Notes. Possess strong leadership ability in securing financial resources for the Department to adequately fund the Annual Performance Plan of the Department. Have the ability to translate the macro fiscal environment for core business managers into strategic financial direction. Possess sound knowledge of Strategic Planning Processes and associated budgetary processes. Have the ability to develop and utilize Monitoring and Evaluation Mechanisms in support of strategic resource management practices. Have the ability to capitalise on human potential and to build a strong financial delivery team at Head Office and at Institutions. Have the ability to use and manage advanced computer applications. Possess knowledge of the principles of Public Private Partnerships and the financial management of complex contractual arrangements. Have excellent verbal communication and report writing skills.

DUTIES

: Develop implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer ensuring that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the Annual Performance Plan. Provide technical advice to Accounting Officer and Senior Managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with the Strategic Objectives of the Department, legislative imperatives and good governance arrangements inclusive of the management of working capital, assets, liabilities and revenue collection to achieve optimal operational efficiency in the Department. Ensure adequate financial, accounting and internal financial control arrangements and systems are in place and maintained in support of the decentralized financial management mode inclusive of appropriate mechanisms for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Oversee the budgetary process within the department, exercise budgetary control and provide at a strategic level early warning arrangements. Oversee the preparation and submission of the Annual Financial Statements and liaison with the Auditor-General inclusive of ensuring compliance with reporting requirements and standards under the PFMA, Division of Revenue Act and Financial Statements. Ensure the effective, efficient and economical management and utilization of resources allocated to the Financial Cluster as outlined in the legislative framework for good governance. Provide effective and efficient management of resources within the Cluster to ensure optimal functioning and performance of the Cluster in delivery linked to the strategy and policy imperatives. Provide financial advice and support to the Accounting Officer and other senior managers – i) in developing costing/funding options for strategic and other business plans within the MTEF arrangement, ii) in executing their functions in terms of the PFMA, Treasury Regulations and Departmental Financial Delegations. To Manage the Supply Chain Management systems of the Department ensuring good governance arrangements and value for money in the Department.

ENQUIRIES

: Mrs TP Msimango Tel No: (033) 395 2589

APPLICATIONS

: 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 or submit their Z83 and CV directly to the following email address HeadOffice.HRJobApplication@kznhealth.gov.za. NB//The subject of your e-mail must be the post name that you are applying for. “Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online

NOTE

or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

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. 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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 (only when shortlisted). 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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".

CLOSING DATE

16 October 2026

OTHER POSTS

POST 35/191

DEPUTY DIRECTOR: MATERNAL HEALTH/VTP REF NO: G53/2026
Cluster: Maternal Child and Women's Health and Nutrition

SALARY
CENTRE
REQUIREMENTS

R932 292 per annum (Level 11), (an all-inclusive salary package)
Head Office: Pietermaritzburg
Matric Certificate (Grade 12). An undergraduate qualification (NQF 7) or Diploma (NQF 6) in Nursing. Or Medical degree (MBCHB) Plus. Current registration with SANC or HPCSA. A minimum of three (3) years' experience as an Assistant Director Plus. Five (5) years' experience after registration with professional body in Maternal Health Programme Plus. Valid code EB Driver's License (code 8) Plus. Computer literacy. Additional Information: A Masters' Degree in Public Health or similar in research will be an added advantage. 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 and Competencies: Job Purpose: To develop, facilitate, monitor and evaluate evidence-based strategies to i) reduce maternal morbidity and mortality, including HIV-related and ii) vertical transmission prevention (VTP) of HIV, syphilis and Hepatitis B; and improve the quality of maternal and perinatal health through improving service delivery, ensuring transfer of appropriate knowledge, skills and developing community intervention strategies. Manage resource allocation and monitor implementation of maternal health care and VTP policies within the province; comprehensive data collection, analysis and strategic planning in the field of maternal health and VTP. The ideal candidate must possess the following: Technical knowledge on maternal health policies and VTP. Knowledge of the current health and public health services legislation. Financial management skills. Project management skills. Understanding of epidemiology and statistics. Leadership skills, including good communication, decision making

and clinical skills. Possess sound knowledge of human resources. Management skills, including budgeting, planning, implementation, and quality assurance.

DUTIES

: Develop, review and ensure implementation of relevant policies and guidelines: Performance standard. Update existing provincial maternal health and VTP related guidelines and policies. Develop new guidelines and policies for the Province in response to identified issues in maternal health and VTP field. Provide guidance to districts regarding best practices for maternal health and VTP coordinators. Identify maternal health and VTP advocacy needs according to priorities. Program Management & Implementation: Performance standard. Develop and implement strategies to reduce maternal and perinatal health-related morbidity and mortality, including HIV-related in each key programme area (preconception/ antenatal care; labour and childbirth, post-natal care) as per Saving Mothers recommendations and consolidated HIV guidelines. Report on key activities conducted aligned to these strategies. Facilitate engagement on programme performance at women's health management and provincial quarterly meetings. Offer assistance and technical support to all districts to improve Maternal Health and VTP Services: Performance standard. Support the district in devising district plans to address district-specific health issues. Provide technical assistance to district and facility management team. Conduct outreach support visits (on site or virtual to all districts) with priority given to districts with poorest performance. Facilitate training in all key areas of women's health programme. Offer assistance and technical support to all districts to improve Maternal Health Services. Stakeholder Collaboration - Liaise with national and provincial Departments of Health, funders (like UNICEF), partners, and local stakeholders to ensure coordinated effort and program integration. Improve service delivery through capacity building: performance standard: Facilitate training of midwives and doctors where applicable on the new developments and protocols, as well as to maintain and improve skills and knowledge (e.g. ESMOE, Emotive); engage districts to conduct skills audits for relevant trainings; Organize and provide orientation and training for healthcare providers and facility staff on VTP guidelines, screening, and preventative therapies. Monitor and evaluate maternal health services: performance standard. Review and update maternal health and VTP data elements. Quarterly reports prepared with remedial actions. Correct data errors. Analysis of relevant indicator performance with the team. Monitor quarterly the implementation of Saving mothers recommendations. Undertake other managerial and administration duties; performance standard. Coordinate provincial maternal mortality confidential enquiry. Coordinate Provincial perinatal morbidity and mortality committee. EPMDS completed. Compile DORA. Participate in provincial and district interviews as panel member.

ENQUIRIES

: DR M Netshinombelo Tel No: (033) 395 2740

APPLICATIONS

: 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 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."

FOR ATTENTION NOTE

: Mrs N Radebe
: 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. 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). Only shortlisted

candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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 (only when shortlisted). 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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".

<u>CLOSING DATE</u>	:	16 October 2026
<u>POST 35/192</u>	:	<u>OPERATIONAL MANAGER NURSING PHC, COMPONENT: GATEWAY CLINIC REF NO: OPM PHC GW 01/2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R720 819 - R821 454 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Eshowe District Hospital Diploma/Degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, of which at least 5 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant speciality. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. NB: Only shortlisted candidates will be required to submit proof of experience/certificate of service endorsed by HR Department Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem-solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills.
<u>DUTIES</u>	:	Provision of advanced/more complex primary curative health. Continuous evaluation of nursing care and nursing services. Involvement with matching research to the needs of the community. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Provide a safe and therapeutic environment to practice safe nursing care. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Ensure quality data management. Ensure proper utilization of all resources and exercise care over government property. Facilitate the realization and maintenance of ideal clinic program. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Participate in operation sukuma sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Implement and monitor all relevant legislation frameworks and prescripts.
<u>ENQUIRIES APPLICATIONS</u>	:	Deputy Nursing Manager: Mr Mt Dube Tel No: (035) 473 4500 Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs . Applicants can submit their Z83 and CV directly to the following email address: EshoweHospital.HRJobApplication@kznhealth.gov.za . Applicants may also

**FOR ATTENTION
NOTE**

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

: Mrs GZ Dube: Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 16 October 2026

POST 35/193

: **CLINICAL NURSE PRACTITIONER REF NO: VRH 08/2026 (X1 POST)**
Component: Thembumusa Clinic

SALARY

: Grade 1: R495 423 – R571 161 per annum
Grade 2: R607 350 – R741 783 per annum
Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

**CENTRE
REQUIREMENTS**

: Vryheid District Hospital
: An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current SANC receipt. Certificate of service from current and previous employers stamped and signed by the Human Resource Department. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competences Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Acts, OH & S Act, Batho Pele Principles and Patient's Rights Charter, Labour Relations Act, Grievance procedure, etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in information of patient care related policies.

DUTIES

: Provide quality, comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical and pharmaceutical stock. Assist in the orientation,

induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. Provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Assist with conducting clinical audits and developing quality improvement plans. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing and other stakeholders, implementation of the Integrated Multi Stakeholder Health Promotion Strategy. Management of patient's records, both written and electronic. Ensure the collection, collation and timeous submission of accurate verified data. Support the realization and maintenance of Ideal Clinic and OHSC Programme in the facility. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of human resource and financial policies and practices

**ENQUIRIES
APPLICATIONS**

: Ms. ATS Sibiya Tel No: (034) 982 2111, EXT. 4692
: All applications should be forwarded to: Assistant Director: HRM, Private Bag X9371, Vryheid, 3100 or be hand delivered at Coswald Brown Street, Vryheid 3100, HR office No: 09 or email to VryheidHospital.HRJobApplication@kznhealth.gov.za

NOTE

: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the post are made aware on this circular minute even if they are absent from their normal places of work. Directions To Candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The Reference Number and the position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the Z83 form. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcome obtained from the NIA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience verifications) It is the applicant's responsibility to have a foreign qualification which is the inherent requirement of the job evaluated by the South African Qualifications Authority (SAQA) and to provide proof when shortlisted. Failure to comply will result in the application not being considered. 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. People living with disabilities are encouraged to apply for the post. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The department reserves the right not to fill the post. Failure to comply with the above instructions will disqualify your application. The post will be filled in terms of the Employment Equity Target. NB: Sending applications using courier service/email is encouraged as we have challenges with the post office.

CLOSING DATE

: 16 October 2026

POST 35/194

: **CLINICAL NURSE PRACTITIONER REF NO: VRH 09/2026 (X1 POST)**
Component: Mondlo 2 Clinic

SALARY

: Grade1: R495 423 – R571 161 per annum
Grade 2: R607 350 – R741 783 per annum

**CENTRE
REQUIREMENTS**

Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

- : Vryheid District Hospital
- : An appropriate Bachelor Degree / National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current SANC receipt. Certificate of service from current and previous employers stamped and signed by the Human Resource Department. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competences Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Acts, OH & S Act, Batho Pele Principles and Patient's Rights Charter, Labour Relations Act, Grievance procedure, etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in information of patient care related policies.

DUTIES

- : Provide quality, comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical and pharmaceutical stock. Assist in the orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. Provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Assist with conducting clinical audits and developing quality improvement plans. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing and other stakeholders, implementation of the Integrated Multi Stakeholder Health Promotion Strategy. Management of patient's records, both written and electronic. Ensure the collection, collation and timeous submission of accurate verified data. Support the realization and maintenance of Ideal Clinic and OHSC Programme in the facility. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of human resource and financial policies and practices

**ENQUIRIES
APPLICATIONS**

- : Ms. ATS Sibiya Tel No: (034) 982 2111, EXT. 4692
- : All applications should be forwarded to: Assistant Director: HRM, Private Bag X9371, Vryheid, 3100 or be hand delivered at Coswald Brown Street, Vryheid 3100, HR office No: 09 or email to VryheidHospital.HRJobApplication@kznhealth.gov.za

NOTE

- : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the post are made aware on this circular minute even if they are absent from their normal places of work. Directions To Candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate

will be required to produce certified copies of documents on or before the day of the interview. The Reference Number and the position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the Z83 form. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcome obtained from the NIA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience verifications) It is the applicant's responsibility to have a foreign qualification which is the inherent requirement of the job evaluated by the South African Qualifications Authority (SAQA) and to provide proof when shortlisted. Failure to comply will result in the application not being considered. 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. People living with disabilities are encouraged to apply for the post. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The department reserves the right not to fill the post. Failure to comply with the above instructions will disqualify your application. The post will be filled in terms of the Employment Equity Target. NB: Sending applications using courier service/email is encouraged as we have challenges with the post office.

<u>CLOSING DATE</u>	:	16 October 2026
<u>POST 35/195</u>	:	<u>PROFESSIONAL NURSE GRADE 1 SPECIALTY STREAM REF NO: UMZ04/2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R495 423 - R581 931 per annum. Other Benefits:13th Cheque, Home Owner Allowance (conditions apply), Medical Aid (Optional), Danger Allowance, 12% Rural Allowance.
<u>CENTRE</u>	:	Umzimkhulu Psychiatric Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification. Degree / Diploma in General Nursing or equivalent qualification that allows for registration as a Professional Nurse. Registration with the South African Nursing Council as a Professional Nurse. One (1) year Post Basic qualification in Psychiatric Nursing Science. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Current registration with South African Nursing Council (2026 SANC receipt). Certificate of service from previous/current employer endorsed and stamped by HR. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as: Nursing Act, SANC rules and regulations, Mental Health Care Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Knowledge of nursing care delivery approaches and special interest in Psychiatric Nursing. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Plan and organize own work and that of support personnel to ensure proper nursing care. Knowledge of Occupational Health and Safety, Infection Prevention & Control, medical waste and risk assessment. Good communication skills, report writing skills, facilitation skills, coordination skills, decision-making, problem solving skills, supervisory skills, planning and organizing, team building, conflict management skills, Information and Data Management and Computer Literacy.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within the prescripts of applicable legislation. Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Ensure that all programs related to psychiatric nursing are implemented. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Provide direction and supervision for the implementation of nursing plan (clinical practice/ quality patient care). Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Ensure and advocate for provision and supervision of patient's

needs. Maintain accurate and complete patient records according to legal requirements. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvement programmes and clinical audits to ensure good practices. Manage and supervise effective utilization of all resources e.g. Human, Financial and material resources. Exercise control over discipline, grievance and labour relations issues. Assist with performance reviews i.e. EPMDS as well as student progress reports. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Occupational Health and Safety Act and prevention of medical/legal risks. Ensure infection prevention and control (IPC) standards and maintain patient safety. Ensure the provision of accurate statistical information for data management. Participate in Continuous Professional Development (CPD), research, and implementation of evidence-based practices. Assist the unit manager with overall management and necessary support for the effective functioning of the unit.

<u>ENQUIRIES</u>	:	MS. P.N Mbelu Tel No: (039) 259 0310
<u>APPLICATIONS</u>	:	Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 OR Drop off in the application Box, Umzimkhulu Hospital, 3297 or email: Umzimkhulu. E-Recruitment@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Mr M Titi
<u>NOTE</u>	:	Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za and curriculum vitae. Only shortlisted candidates for the post will be required to submit certified documents, proof of experience and proof of current registration with the respective council on or before the date of interview following communication with HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. NB: Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g.UMZ 01/2026. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Only Z83 and CV submitted on application, all other documents including proof/s are submitted by shortlisted candidates. Non-RSA Citizens / Permanent Residents/ Work Permit holders must submit documentary proof when the applicant is shortlisted). This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	23 October 2026
<u>POST 35/196</u>	:	<u>SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: SMCHC 02/2026 (X1 POST)</u> Directorate: SMCHC
<u>SALARY</u>	:	R338 106 - R398 277 per annum, plus 13 th Cheque, Medical Aid (optional). Housing / Home Owners allowance (Employee must meet prescribed conditions)
<u>CENTRE</u>	:	ST Margaret's CHC
<u>REQUIREMENTS</u>	:	Grade 12 Certificate /Standard 10 or Equivalent, 3-5 years' Experience. Valid Driver's licence code 08/10. Computer Literacy in MS Word, Ms Excel, Ms outlook, Ms power-point (Computer Certificate) will be an added advantage), NB: all shortlisted candidates will be required to provide certified copies of educational qualifications, Identity Documents, Drivers Licence, Computer certificate and proof of experience (Not Z17) endorsed by HR office indicating clearly n details periods of experience and roles. Knowledge, Skills, Training and Competence Required: Job Knowledge, Interpersonal relations, Flexibility,

	Teamwork, Planning and organising, Language, Good verbal and written communication skills, Knowledge and understanding of Public Finance Management service, Treasure, Regulations, Supply Chain Management, HR prescripts and Policies, Basic knowledge and understanding of the legislative framework governing the Public Service, Basic knowledge of work procedures in terms of the working environment, Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics.
<u>DUTIES</u>	: Oversee SCM department such acquisition, demand, logistic and assets control. Provide for Human resource management, such implement in-service training and Development programmes. Monitor staff performance do staff EPMDS. Plan and organise resources in the most effective manner whilst ensuring the optimal utilisation of those resources. Ensure that their management of assets such as asset register, barcoding and Disposal of condemned assets. Ensure proper management of contracts such as monitoring and monthly payments. Compile monthly and quarterly reports and submit to the Head Office. Oversee the management of stock level, proper storage of stock according stock Management procedure. Ensure stock taking is conducted on a quarterly basis at stores. Monitor, train and supervise SCM staff members.
<u>ENQUIRIES</u>	: All enquiries must be directed to Mrs. TP Khumalo: Assistant Director: Finance. Tel No: (039) 2599 222
<u>APPLICATIONS</u>	: Applications must be directed for Attention: Mr. TL Nzimande: Human Resource Manager: St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 OR Hand delivered to: St Margaret's CHC Clydesdale Location uMzimkhulu 3297 or Email to Stmargaret'sHospital.HRjobApplication@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	: Mr. TL Nzimande: Human Resource Manager : An application must be submitted on the 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 Note: Applicants are Not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed curriculum vitae only. These will be requested only from shortlisted candidates NB All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. This Department is an equal opportunity; affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g., ref SMCHC02/2026. 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, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that Due to Financial Constraints, There Will Be No Payment of S&T Claims covering transport fees to the interview venue.
<u>CLOSING DATE</u>	: 16 October 2026
<u>POST 35/197</u>	: <u>PROFESSIONAL NURSE GRADE 1 GENERAL STREAM REF NO: UMZ03/2026 (X3 POSTS)</u>
<u>SALARY</u>	: Grade 1: R337 359 - R397 392 per annum. Other Benefits: 13th Cheque, Home Owner Allowance (conditions apply), Medical Aid (Optional), Danger Allowance, 12% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	: Umzimkhulu Psychiatric Hospital : Senior Certificate/Grade 12 or equivalent qualification. Basic R425 qualification (Degree/Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as Professional Nurse. Certificate of service from previous/current employer endorsed and stamped by HR. Current registration with South African Nursing Council (2026 SANC Receipt) Knowledge, Skills,

Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as: Nursing Act, Mental Health Care Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Knowledge of nursing care delivery approaches and special interest in Psychiatric Nursing. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Plan and organize own work and that of support personnel to ensure proper nursing care. Knowledge of Occupational Health and Safety, Infection Prevention & Control, medical waste and risk assessment. Good communication skills, report writing skills, facilitation skills, coordination skills, networking skills, problem solving skills, supervisory skills, planning and organizing, team building, Information and Data Management and Computer Literacy.

DUTIES : Provide direction and supervision for the implementation of nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice.) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing care in accordance with the professional scope of practice and standards as determined by the relevant health facility. Execute duties and functions with proficiency in support of the aims and strategic objectives of the institution. Maintain accurate and complete patient records according to legal requirements. Ensure the provision of accurate statistical information for data management. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Assist the unit manager with overall management and necessary support for the effective functioning of the unit. Work as part of a multi-disciplinary team to ensure good nursing care and work effectively, cooperatively and amicably with persons of diverse intellectual, cultural and racial or religious differences. Participate in health promotion and illness prevention initiatives within the institution and outreach programme. Promote the culture of ethics and professionalism within the nursing profession. Assist with performance planning, monitoring and evaluation of staff. Ensure proper utilization of human and material resources and liaise with multidisciplinary team to ensure continuity of patient care and supervise the provisions of nursing care services by the other categories of nursing staff. Exercise control over discipline, grievance and labour relations issues. Participate in Continuous Professional Development (CPD). Must be prepared to work shifts as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES : MS. P.N Mbelu Tel No: (039) 259 0310
APPLICATIONS : Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 OR Drop Off in the application Box, Umzimkhulu Hospital, 3297 or email: Umzimkhulu. E-Recruitment@kznhealth.gov.za

FOR ATTENTION : Mr. M Titi
NOTE : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za and curriculum vitae. Only shortlisted candidates for the post will be required to submit certified documents, proof of experience and proof of current registration with the respective council on or before the date of interview following communication with HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. NB: Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g.UMZ 01/2026. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that

due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Only Z83 and CV submitted on application, all other documents including proof/s are submitted by shortlisted candidates. Non-RSA Citizens / Permanent Residents/ Work Permit holders must submit documentary proof when the applicant is shortlisted). This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	23 October 2026
<u>POST 35/198</u>	:	<u>NURSING ASSISTANT GRADE 1 REF NO: UMZ02 /2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R181 230 - R207 225 per annum. Other Benefits: 13th Cheque, Housing Allowance (employee to meet prescribed requirements) Medical Aid (Optional), Danger Allowance
<u>CENTRE</u>	:	Umzimkhulu Psychiatric Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 or equivalent qualification. Nursing Assistant certificate that allows registration with South African Nursing Council. Current registration with South African Nursing Council (2026 SANC receipt) Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Elementary communication skills. Elementary writing skills. Ability to function as part of a multidisciplinary team. Good interpersonal skills. Knowledge of scope of practice of Enrolled Nursing Assistant. Ability to perform structured task under direct and indirect supervision of a Registered Nurse. Empathy, sensitivity and drive for excellence. Knowledge of SANC rules and regulations. Knowledge of code of conduct for the Public Service.
<u>DUTIES</u>	:	Provide elementary clinical nursing practice in accordance with the scope of practice and nursing standards Assist patients with activities of daily living (physical care). Provision of quality nursing care through the implementation of standards, policies and procedures, ensure effective utilization of resources. Maintain professional growth/ethical standards and self- development. Provide health education to the patients, family and community according to knowledge and scope of practice. Abide by and ensure implementation of Nursing Care Plans. Provide a safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements and scope of practice. Maintain client satisfaction through quality service delivery and upholding the Batho Pele Principles. Abide by Infection Prevention and Control Protocols. Execute duties and functions with proficiency within the scope of practice, prescripts and to support the objectives of the institution. Assist in escorting patients to other hospitals. Maintain hygiene needs of patients and render assistance to all team members. Participate in Continuous Professional Development (CPD).
<u>ENQUIRIES</u>	:	MS. P.N Mbelu Tel No: (039) 259 0310
<u>APPLICATIONS</u>	:	Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 OR Drop off in the application Box, Umzimkhulu Hospital, 3297 or email: Umzimkhulu.E-Recruitment@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Mr M.Titi
<u>NOTE</u>	:	Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za and curriculum vitae. Only shortlisted candidates for the post will be required to submit certified documents, proof of experience and proof of current registration with the respective council on or before the date of interview following communication with HR. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. NB: Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The

reference number must be indicated in the column provided on the form Z83, e.g.UMZ 01/2026. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Only Z83 and CV submitted on application, all other documents including proof/s are submitted by shortlisted candidates. Non-RSA Citizens / Permanent Residents/ Work Permit holders must submit documentary proof when the applicant is shortlisted). This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

CLOSING DATE

:

23 October 2026