

CO-ORDINATE THE ACTIVITIES OF TRAINING STAKEHOLDERS

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

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

CLUSTER : HUMAN RESOURCE DEVELOPMENT: REGIONAL TRAINING CENTRE

CENTRE : HEAD OFFICE: PIETERMARITZBURG

SALARY : SALARY NOTCH: R 468 459.00 per annum

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

KNOWLEDGE, SKILLS, TRAINING, COMPETENCIES REQUIRED:

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

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

SKILLS

- Human Resource Management
- Financial Management
- Risk Management
- Conflict Management
- Project Management
- Information Management

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

KEY PERFORMANCE AREAS:

CO-ORDINATE THE IMPLEMENTATION OF CLINICAL TRAINING PROGRAMS:

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

CO-ORDINATE THE IMPLEMENTATION OF REGIONAL TRAINING CENTRE PROGRAMS:

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

CO-ORDINATE THE ATTENDANCE OF CONFERENCES:

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

PROVIDE ADVICE, GUIDANCE AND INPUT TO POLICY:

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

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

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

ENQUIRIES: Mr C WANG : 033-397 7412

Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details.

“Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs”

“Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs.”

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

ALL APPLICATIONS SHOULD BE FORWARDED TO: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 **OR** Hand delivered to: 330 Langalibalele Street Natalia Building, **REGISTRY**, Minus 1:1 North Tower
(Attention: Mrs B C Shelembe)