

DEPARTMENT OF HEALTH: KWAZULU-NATAL

“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”.

NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB: Failure to comply with the above instructions will disqualify applicants.** Faxed and e-mailed applications will **NOT** be accepted. 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).** 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. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

POST : **CLINICAL PROGRAMME COORDINATOR (03 POSTS): REFERENCE NO.N66/2025**

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

CENTRE : **HEAD OFFICE: PIETERMARITZBURG**

SALARY : **GRADE 1: R549 192.00 per annum**

 : **GRADE 2: R636 126.00 per annum**

APPOINTMENT REQUIREMENT: • Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse **PLUS** • Current registration with South African Nursing Council (SANC). **PLUS** • Minimum of Seven (7) years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing

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 REQUIRED:

The incumbent of this post will reports to the Deputy Director: Regional Training Centre. To coordinate all Primary Health Care Training activities within the Region. Ensuring skilled personnel at the Hospitals, PHC facility level, and all Outreach levels. Candidates should possess the following competencies:

- Project Management ,
- Report Writing,
- Ability to make independent decisions,
- Comply with timelines,
- Clear understanding of challenges facing the Public Sector.

- Knowledge Management,
- Facilitation skills,
- Communication and interpersonal skills
- Operational Management Skills
- Good Communication Skills
- Report Writing Skills
- Computer Literacy skills
- People Management
- Conflict Management
- Change Management
- Knowledge Management

KEY PERFORMANCE AREAS: -

ENSURE COORDINATION OF ALL TRAININGS IN THE REGION:

- Develop a regional training plan ensuring involvement of all internal and external stakeholders
- Training plan to be authorized by the Deputy Director.
- Monitor all trainings scheduled and re-plan for missed trainings
- Lobby for training resources in support of all trainings
- Compile a monthly, quarterly and annual Regional training report and submit to Supervisor.
- Coordinate mentoring sessions following trainings to monitor skills obtained.

ENSURE INTERNAL AND EXTERNAL STAKEHOLDER ENGAGEMENT:

- Work with the District HAST Trainers and PHC Training Co-ordinators, DCST District Programme Managers, PHC Supervisors and Programme Coordinators and PHC Trainers
- Identify all training needs through relevant Managers, monitor performance of key priority programmes and plan trainings as per need
- Conduct regional training meetings with internal and external stakeholders.
- Present the training progress made to all stakeholders and re-plan where trainings were unsuccessful.
- Plan for urgent workshops and orientation sessions with flexibility whilst involving external stakeholders and District teams.
- Work closely and integrate with all Programme Managers e.g .OSS, MMC, TB, HAST,PHC etc.

ENSURE MOBILIZATION OF RESOURCES FOR THE TRAINING PROGRAMME:

- Include all required training resources in the procurement plan.
- Procure all training resources required by the region
- Track progress of all items until received
- Ensure the effective and efficient utilization of all resources allocated to the training section
- Keep an inventory of all training assets
- Lobby for training resources with the RTC and Head Office via respective Programme Managers.
- Support Districts and Sub-Districts with resources as and when needed.

FACILITATE TRAINING OF PRIORITY PROGRAMMES:

- Adapt and modify training material in order to keep it current and relevant to disease patterns
- Ensure proper case management through capacity building
- Facilitate training for HCW's and CHW'S on all Priority Programmes
- Ensure training is recorded using the standardised RTC attendance register and captured onto the in-service training database
- Cascade Health Care policies, guidelines and protocols as stipulated by National and Provincial Programme Management into structured Regional and District training interventions
- Coordinate training with Programme Managers whilst prioritizing all priority programmes, non-negotiable and needs of supporting partners, NGO's, NPO's and District State Aided partners
- Monitor training output by monitoring targets being met and proper case management at all levels of care
- Coordinate urgent trainings as cascaded by Head Office to the Region
- Keep District Management updated on new policies, guidelines and protocols.

GENERAL REPORTS ON THE DISTRICT TRAINING PROGRAMME:

- Compile monthly, quarterly and annual District reports on trainings conducted
- Sub-District PHC Trainers to compile Sub-District training reports
- Compile training evaluation reports to track progress and success of trainings
- Submit reports to direct Supervisor, HRD and Provincial RTC.
- Standardised attendance registers to be submitted for capturing following all training and orientation sessions
- Present training progress at relevant forums including District, Regional and Provincial Meetings

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.”

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 BC Shelembe)