

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 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. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. **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).** 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. **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.

POST : **DEPUTY DIRECTOR: CAPACITY BUILDING (LEVEL 11): REFERENCE NO.G15/2025**

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

CENTRE : **HEAD OFFICE: PIETERMARITZBURG**

SALARY : **SALARY NOTCH: R 896 436.00 per annum**

APPOINTMENT REQUIRED:- Matric Certificate (Grade 12) **PLUS**. • Clinical Degree, Education qualification, Five (5) years' experience in Public Health Education environment, **PLUS**. • Unendorsed valid driver's license

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, COMPETENCIES REQUIRED:

The incumbents of these posts will report to the Director: Human Resource Development, and will be responsible the purpose of this job is to manage the Regional Training Centre in KwaZulu-Natal, The incumbent's duty is to co-ordinate the planning, implementation and evaluation of in-service training of clinical staff working in the broad areas of HIV/AIDS and TB in the KwaZulu-Natal Department of Health.

- 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:

DEVELOP COMPREHENSIVE REGIONAL TRAINING CENTRE TRAINING PLAN:

- Collate Training Plans of relevant Provincial Programme Managers
- Collate District Training Plan
- Collate Training Plan of Partners
- Evaluate Skills Audit and NDoH requirements to inform plan

SUPPORT AND IMPLEMENT TRAINING

- Facilitate arrangement for Provincial and Regional training including venues, training materials and accommodation
- Conduct training at the Regional Training Centre and other venues

REPORT ON AND EVALUATE TRAINING

- Collate District Training Reports and partner training reports
- Identify challenges and successes in the delivery of training
- Oversee capturing of training data on in-service training database

MANAGE REGIONAL TRAINING CENTRE STAFF, EQUIPMENT AND INFRASTRUCTURE

- Manage staff performance and leave
- Resolve staff disputes and address concerns
- Manage budget allocated to Regional Training Centre
- Maintain asset registers