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www.kznhealth.gov.za

DIRECTORATE:
Human Resource Management Services
Recruitment and Selection

Enquiries: Miss N.S Buthelezi
Telephone No.: 033 395 2896
Date: 07 August 2026

**TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS**

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No. G19/2026

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES: -

1. The following documents must be submitted: -
 - (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
 - (b) Comprehensive CV (with detailed experience).
 - (c) Copies of Qualification, Registration Certificate with SAPC and drivers' licence need not be submitted when applying for employment.
 - (d) Applications can also be done through S'Thesha Waya-Waya obtainable from website www.kznonline.gov.za/kznjobs
2. The Reference Number must be indicated in the column provided on the form Z.83.

- NB:**
- (a) Failure to comply with the above instructions will disqualify applicants.
 - (b) 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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).
3. Competency assessment and reference checking will be done as part of the selection process.
(If applicable)

DPSA NOTE: "All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competency assessment (in compliance with the DPSA Directive on implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools"

4. The inclusive remuneration packages indicated on all the enclosed advertised posts consist of basic salary (70% of package), State's contribution to the Government Employees Pension Fund (30% of basic salary) and a flexible portion that may be structured in terms of the applicable rules.
5. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor.
6. **Persons with disabilities should feel free to apply for any of the advertised posts.**
7. 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.
8. 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.

(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 FOR APPLICATION/S IS

28 AUGUST 2026

**HEAD OF DEPARTMENT: HEALTH
KWAZULU-NATAL**

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 are encouraged 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).** Applicants with foreign qualifications are requested to have their 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 quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**CHIEF DIRECTOR: LEVEL 14:
REFERENCE NO. G41/2026**

**Cluster: Human Resources Management Services
Components: Human Resource Practices, Labour Relations and
Employee Health and Wellness
Head office: Pietermaritzburg**

**Salary Package: An All-Inclusive SMS Salary Package of
R1 554 696.00 per annum**

APPOINTMENT REQUIREMENTS: -

- An appropriate Bachelor's Degree/National Diploma in Human Resources Management/Public Management, **PLUS**
- A minimum of Five (5) to Ten (10) years' Senior Management experience of which at least Five (5) years in Human Resource environment; **PLUS**
- Unendorsed valid Code B driver's license (Code 08)

RECOMMENDATIONS: Postgraduate qualification in Management will serve as recommendation for this post

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 COMPETENCE REQUIRED: The incumbent of this post will report to the Head of Department and will be responsible for providing overall direction and management of the entire chief directorate to ensure that strategic goals are met. The ideal candidate must:

- Have thorough knowledge of the legislative framework regulating the Public Service, HRM Practices inclusive of Recruitment, Selection, Retention and Career Management Strategies within the sector
- Possess knowledge of National Strategy on Integrated Employee Health and Wellness Framework and Employee Health and Wellness policies
- Have the ability to work independently and under pressure
- Have the ability to develop policies and understanding of HR Practices and Staff Relations
- Have the ability to inspire actions in order to translate strategy into desired outcomes and outputs
- Have the ability to develop a vision and inspire staff to achieve this
- Have the ability to liaise at a senior level with a view to provide decision makers with clearly defined options
- Have the ability to timeously identify transversal problem areas of the HR terrain and to develop innovative HRM strategies, action plans and policies
- Have the ability to capitalise on human potential and to build a strong HR Team at Head Office, Regional, District and institutional levels
- Have the ability to maintain levels of discretion
- Have the ability to identify “best practices” and to facilitate through learning arrangements the mainstreaming thereof
- Be able to lead and motivate staff

The candidate must have the following skills:- Leadership and Decision Making, Problem Solving, Financial Management, Project Management, Planning and Organizing, Excellent Negotiation, High level of communication (both written and verbal) and People Management Skills

- Be proficient in the application of computer software packages (MS Word, Excel and PowerPoint, amongst others)

KEY PERFORMANCE AREAS: - JOB PURPOSE: The successful candidate will be responsible for, amongst others

- Provide strategic leadership of the following directorates i.e. Human Resource Practices, Service Conditions, Labour Relations, Employee Health and Wellness, Human Resource Development, HR Planning, KZN College of Nursing and the College of Emergency Care (COEC), Organisational Establishment Services and PERSAL and HRMIS
- Oversee Human Resource Management, Development, Policy Development, HR System and Policy Monitoring and Evaluation Unit and System Maintenance Unit of the Department to ensure that it provides high quality and accessible services.
- Provide strategic HR leadership as part of a strategic planning process.
- Provide high level technical advice to the MEC, HOD and Senior Management regarding policy and strategic inputs for consideration at national level.
- Monitor and evaluate the implementation of the Department HR Policy Framework by Institutions with a view to identify implementation barriers and provide early warning and timeous technical assistance to Institutions to minimise the impact of such barriers.
- Manage special projects associated with HR as directed by the MEC and HOD.
- Provision of a supportive and enabling work environment for creating human competence through human resource development initiatives.

•Ensure existence and management of sound labour relations in the Department. •Ensure effective and efficient human resource administration processes. •Coordinate the implementation of the Performance Management and Development System in the Department. •Provide strategic leadership and guidance on matters relating to Human Resources and translate strategic decisions taken by Top Management into actionable Human Resource projects and activities. •Manage change management strategies to deal with Public Service Transformation and Restructuring processes; •Ensure Departmental compliance with Government legislation. •Give strategic direction in the development and implementation of policies regarding personnel administration. •Adopt a strategic approach towards the development and training of Human Resources. •Consult on Human Resource matters with the relevant line functionaries and stakeholders. •Manage resources of the Chief Directorate inclusive of the development of staff.

ENQUIRIES: MRS. T. P. MSIMANGO

: 033-395 2589

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 Deliver to: 330 Langalibalele Street, Natalia Building, **REGISTRY**, Minus 1:1 North Tower

(Attention: Miss N.S Buthelezi)