



Reference : HRM 7/1/2  
Enquiries : Miss NS Buthelezi  
Telephone : (033) 395 2896

12 October 2023

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

**VACANCIES IN THE DEPARTMENT OF HEALTH**

**CIRCULAR MINUTE No. G47/2023**

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 HR IN DISTRICT OFFICES:**

The Recruitment and Selection process will be done and centralised at Head office. All applications received by District Offices must be submitted to Head Office after the closing date.

**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](http://www.kznhealth.gov.za).
  - (b) Comprehensive CV (with detailed experience).
  - (c) Copies of Qualification, Registration Certificate and drivers licence **must not** be submitted when applying for employment.

2. The Reference Number must be indicated in the column provided on the form Z.83.

**3. Persons with disabilities should feel free to apply for the post.**

- NB:**
- (a) Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will **NOT** be accepted.
  - (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).**

4. 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.

5. 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.

**(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.)**

**CLOSING DATE FOR APPLICATION IS 27 OCTOBER 2023**

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

## DEPARTMENT OF HEALTH: KWAZULU-NATAL

(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.)

**NOTE** : Applications 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. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post.

**NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will **NOT** be accepted. •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** : **PEER EDUCATOR (THREE YEAR CONTRACT)**

**CLUSTER** : HAST: Prevention of Mother to Child Transmission HIV (PMTCT)

**STIPEND** : **R 4 448.00 per month**

**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**

DISTRICT	REFERENCE	NO OF POSTS
AMAJUBA	G104/2023	18
ETHWKWINI	G105/2023	50
HARRY GWALA	G106/2023	23
ILEMBE	G107/2023	24
KING CETSHWAYO	G108/2023	32
UGU	G109/2023	25
UMGUNGUNDLOVU	G110/2023	32
UMKHANYAKUDE	G111/2023	24
UMZINYATHI	G112/2023	24
UTHUKELA	G113/2023	24
ZULULAND	G114/2023	24
<b>TOTAL</b>		<b>300</b>

***NB: All incumbents will be based at the District Office but will be responsible for clinics and /PHC clinics under the district they had applied for.***

**APPOINTMENT REQUIREMENTS:** - A Grade 12 Certificate is essential; **PLUS** Any certified HIV counselling course

**RECOMMENDATIONS:** - Ideally, experience in facilitating group sessions; **PLUS** Living positively and openly with HIV and having disclosed HIV status to at least one person will be an added advantage; **PLUS** a health-related diploma will be advantageous

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-**

The role of a Peer Educator is to provide Peer education and psychosocial support to adolescent girls and young women (AGYW) aged between 15 and 24 years, and their partners, parents and families, to reduce HIV incidence as well as HIV-related mortality and morbidity among youth. • The incumbents will also promote positive health-seeking behaviours and uptake of SRH and MNCWH services, facilitate referrals, and link AGYW to facility-based clinical services as well as psychosocial services as needed • Being based at the facility, the Peer Educator will conduct mapping of community services in the catchment area, conduct targeted household visits focusing on AGYW, and provide education and psychosocial support to AGYW, their partners, parents and families (with consent) to reduce HIV incidence and promote uptake of SRH and MNCWH services • The appointees will create an enabling environment for AGYW to engage and improve access to health services through the establishment and facilitation of youth clubs, parenting sessions in the community including establishment of 'youth corners', and facilitation of young mothers' clubs at the facility, as well as referrals and linkages to social and healthcare services • Fluency in spoken and written IsiZulu and English • Strong numeracy skills • Ability to listen and empathise • Aged between 18 and 30 years, and out of school • Living within walking distance to the health facility.

**KEY PERFORMANCE AREAS:-** **Client service delivery:** • Conduct group health talks at the facility promoting awareness and uptake of SRHR, MNCH/PMTCT services • Establish youth corners in health facilities to create an enabling environment for youth engagement • Establish child-friendly spaces in the facilities in collaboration with other stakeholders • Assist in follow-up of teenagers and youth to ensure that psychological care is offered and delivered • Conduct one-on-one interactions with AGYW and their partners, providing education and psychosocial support on individual health-related issues and linking them to care and support as required • Establish and facilitate support groups and clubs for young mothers at the health facilities or suitable spaces in the community • Recruit and enrol AGYW in the project • Using referral slips to refer and link AGYW to youth clubs and other relevant services as required • Conduct active client follow-up of clients who miss key appointments • Liaise with other stakeholders to facilitate integration of mother-to-mother services at the facility. **Household** • Educate household members on post-natal care for both mother and baby • Conduct individual peer-support sessions with AGYM in the households • Conduct education sessions with parents and guardians on parenting skills at household level to create a conducive environment for parent-adolescent engagement • Educate young mothers on the Road-to-Health Booklet so that they understand its importance and interpretation • Recruit and enrol AGYW in the project • Use referral slips to refer and link AGYW and their partners and parents to relevant services • Conduct follow-up of clients who have missed appointments • Conduct age-appropriate child stimulation-related activities to children from birth to two years of age • Distribute condoms and relevant client education materials. **Community** • Conduct group education sessions in the community • Conduct mapping of services in the catchment area • Establish and facilitate young mothers' clubs • Establish and facilitate parenting sessions • Identify, refer and track

clients from community to facility and vice versa • Collaborate with other stakeholders to participate in community awareness campaigns, community dialogues and community meetings as required • Participate in community meetings to ensure co-ordination, collaboration and integration of peer mentor services in the community • Facilitate play-group sessions in the community and/or at ECD centres in the community. **General duties** • Document all services provided in the health facility, community and household using paper-based and electronic client management tools, as per programme procedures • Utilise information from client management tools to provide tailored support during client sessions. **Administration** • Document lessons learnt during service delivery • Collect and document data on a daily and monthly basis and submit reports to the Facility Manager • Duly complete all data collection tools as per project specifications • Participate in training and capacity-building/mentorship activities to improve programme service quality • Participate in health facility and partner meetings to generate opportunities for learning

***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. These must have complete dates and months, and must be attached to determine experience and grading.***

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**ENQUIRIES** : MRS P PHUNGULA : 033 395 2116

**ATTENTION TO** : MISS N.S BUTHELEZI