



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	KZNP/20231024/1195
Advert Reference Number:	PMMH/AD/PRAC/1/2023
Job Title:	ASSISTANT DIRECTOR: HR MANAGEMENT (LEVEL 9)
Job Level:	9
Vacancy Type:	Internal & External
Salary:	R424 104.00 - R 496 467.00 PA
Department:	KZN HEALTH
Component:	PRINCE MSHIYENI REGIONAL HOSPITAL
Employment Type:	Permanent
Center:	PRINCE MSHIYENI MEMORIAL HOSPITAL - HUMAN RESOURCE PRACTICES
Number Of Posts:	1

#### Duties/Responsibilities:

Manages the day to day functioning of HR Practices section in the Hospital in order to ensure that the high quality of services is being provided.  
Ensure the effective, efficient and economical management of allocated resources of the section.  
Provide training, advice and guidance to staff.  
Provide strategic and operational support to staff and line managers.  
Manage EPMDS within the component.  
Manage potential risks and mitigation strategies.  
Compile and submit reports or any other HR related submissions.  
Manage audit queries.  
Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; recommend changes; participate in directing and implementing approved changes  
Serve as member on a variety of committees; prepare and present staff reports and other necessary correspondence.  
Respond to and resolve difficult and sensitive inquiries and complaints.  
Ensures that the advertising, recruitment, selection appointment and transfer practices is in accordance with laid down policies and procedures.  
Ensures that the payment of all benefits (fringe and exits) and allowances are done accurately.  
Participates in the development of HR strategies and policies.  
Serve as reviser for all Persal users at the Hospital.  
Perform related duties as required.

#### Qualifications and Experience:

Degree/National Diploma in Human Resource Management / Public Management / Public Administration/ Industrial/ labour relations.  
Experience: A minimum of five (5) years relevant experience in Human Resource Practices of which 3 years should be on supervisory level (Level 7).  
A letter of confirmation of supervisory experience in an official letterhead of the employer endorsed by the HR Manager must be submitted on request.

#### Essential Knowledge, Skills and Competencies Required:

Knowledge and understanding of Public Service legislative framework. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, Knowledge of PILIR Framework, Knowledge of OSD Framework and other Legislative Prescripts that govern Human Resource Management.  
Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes  
Good writing and communication skills. Must have leadership, planning, organizing, and problem solving and conflict management skills.  
Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment. Driver's license and computer literacy (MS Word, MS Excel, MS Outlook and PowerPoint) is essential.

#### Additional Information

**OTHER BENEFITS**

- Home Owner Allowance (conditions apply)
- 13th Cheque (conditions apply)
- Medical Aid (Optional)

**RECOMMENDATION**

- PERSAL and computer literacy certificates.
- Unendorsed valid driving license.
- Experience in the public health facility/sector is desirable and will be an added advantage.

**How to apply**

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: [KZNHelpDeskRecruit@KZNpremier.gov.za](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

Closing Date : 10 Nov 2023

**Disclaimer**

## DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.