



VACANCY ADVERTISEMENT

Vacancy Information Download

| | |
|--------------------------|---|
| Reference Number: | KZNPG/20250710/3355 |
| Advert Reference Number: | N29/2025 |
| Job Title: | CLINICAL PROGRAMME COORDINATOR |
| Job Level: | OSD |
| Vacancy Type: | Internal & External |
| Salary: | SALARY : GRADE 1: R549 192.00 per annum : GRADE 2: R636 126.00 per annum |
| Department: | KZN HEALTH |
| Component: | HARRY GWALA DISTRICT HEALTH OFFICE |
| Employment Type: | Permanent |
| Center: | HARRY GWALA HEALTH DISTRICT |
| Number Of Posts: | 1 |

Duties/Responsibilities:

KEY PERFORMANCE AREAS: -

- .Provide narrative and activities on district operation plan and implement HAST District Plan
- .Work closely with PHC managers/Supervisors to set targets and monitoring of performance
- .Collaborate with District Information Officers in ensuring quality of data
- .Provide an Integrated health PHC Services approach, targeting High Transmission Areas
- .Continuous Implement the new developments and Strategies of Operation Phuthuma during facility visits
- .Collaborate with all district clinical programmes
- .Provide narrative of the district task team report and District Aids council
- .Attend OSS, DTT and DAC
- .Attend the provincial strategic health programmes meeting
- .Support quarterly meeting and sub district monitoring and response
- .Coordinate the inter district boundary meetings quarterly
- .Collate the database of all the partners supporting the HAST/NCDS programmes
- .Coordinate the availability and implement the current standard treatment guidelines, protocols, IEC material, registers & policies in all facilities, Government and Non-governmental
- .Provide technical support in all facilities on review of facility management report on tier.net by facility managers,
- .Conduct clinical audits on the two consecutive viral unsuppressed lists during the facility visits
- .Monitor if Viral load is managed during facility visits
- .Monitor client decanting quarterly utilizing monthly tracker
- .Convene and hold the district nerve center meeting to monitor HAST indicators
- .Monitor if facilities generate, interpret and analyse data for action and
- .Develop quality improvements plans thereof
- .Provide technical support to sub district and facility nerve center meetings
- .Support the health information meetings and report back to supervisor
- .Use data for action to follow up on poorly performing facilities.
- .Monitor stakeholder coordination and engagement
- .Convene collaboration with other sister departments
- .Drive of health services interventions to reach 1.1 million campaigns and other target driven campaigns
- .Monitor procurement plans, drawing of NSI's according to the project plan
- .Support facilities on their Ideal Clinic Realization assessment and focusing on integrated clinical service management
- .Develop and implement capacity development plan on all service
- .Resuscitate and maintain functionality of Nerve Centers at all levels
- .Participate in conjunction with the quality assurance officer in creating an enabling environment for the delivery of quality healthcare services and clinical governance. (AWARDS CEREMONIES)
- .Coordinate/Facilitate the establishment of the HIV counselling quality assurance (QA) and quality control (QC) program
- .Support implementation of PHC laboratory handbook
- .Support the quarterly HAST champion meeting in the district reviewing the clinical management and update on the HAST programme
- .Conduct EPMDS assessment for the staff in subcomponent
- .Responsible for resource monitoring including but not limited to procurement of equipment and other commodities as per procurement plan
- .Target setting for staff in the section
- .Implementation of HR policies
- .Monitor conditional Grant as against set targets, proper linkage of staff under conditional grant
- .Coordinate construction of submission for prospected employees and goods as per drawn business plan
- .Monitor the performance of the staff under my sub programmes and provide feedback through submission of the report weekly.
- .Convene and hold the district nerve center meeting to monitor HAST indicators
- .Use data for action to follow up poorly performing facilities.

Qualifications and Experience:

APPOINTMENT REQUIREMENT:

- . Basic R425 qualification i.e. 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

Essential Knowledge, Skills and Competencies Required:

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:

Through knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as:

- .Nursing Act
- .Health Act Occupational Health and Safety Act
- .Patient Rights Charter Batho Pele principles etc.
- .Skills Development Act
- .Public Service Regulations
- .Labour Relations Act
- .Disciplinary Code and Procedure
- .Grievance Procedure
- .Operational Management Skills
- .Good Communication Skills
- .Report Writing Skills
- .Facilitation Skills
- .Co-ordination Skills
- .Liaison Skills
- .Networking
- .Problem Solving Skills
- .Information Management
- .Planning & Organising skills
- .Computer Literacy skills
- .People Management
- .Conflict Management
- .Change Management
- .Knowledge Management

Additional Information

N.B. THE INCUMBENT WILL BE EXPECTED TO BE FLEXIBLE, AND MAY BE ASSIGNED IN OTHER SERVICE AREAS AS PER DEPARTMENTAL NEEDS

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

Closing Date : 18 Jul 2025

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).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

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.