



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20260907/4643
Advert Reference Number:	UMGU/2026/11
Job Title:	Assistant Director: Human Resource Management
Job Level:	9
Vacancy Type:	External
Salary:	R487 197.00
Department:	KZN HEALTH
Component:	UMGUNGUNDLOVU DISTRICT HEALTH OFFICE
Employment Type:	Permanent
Center:	UMgungundlovu Health District Office
Number Of Posts:	1

Duties/Responsibilities:

Oversee Human Resource Management Provisioning, Practices and administration services and ensure that high-quality human resource management services are provided. Develop and monitor Standard Operating Procedures (SOP's) for implementation of Human Resource policies.

Provide advice and guidance to management regarding the interpretation and implementation of legislation, prescripts, policies and resolutions.

Monitor and control budget allocated to Human Resource component and clearing of suspense accounts

Manage and coordinate activities aimed at addressing staff well-being and labour relations. Maintain good/sound labour peace and ensure establishment of fully functional employee health and wellness programmes

Ensure provision of Occupational Health and Safety services to the District Office Components

ASIBE HEALTHY KZN

Ensure functional HR committees such as co-ordination of Institutional Management Labour Committee Meetings (IMLC) and Occupational Health and Safety and other relevant committees.

Ensure timely submission of HR related reports and information.

Manage the utilization of resources allocated to the Section inclusive of the development of staff.

Qualifications and Experience:

Bachelor's Degree / National Diploma in Human Resource Management/Public Management/Administration Plus

Grade 12/Matric or equivalent

3-5years' experience in Human Resource Management environment, of which 3 years must be at supervisory level.

Valid Drivers License

Essential Knowledge, Skills and Competencies Required:

Public Service Regulations, as amended
Public Service Act, as amended
Project management and Strategic planning.
Employee Performance and Management System
Expert knowledge and understanding of operational issues affecting the administration of
Human Resource Management practices within a health service delivery environment.
Expert knowledge of the legislative and policy imperatives informing the area of operation
Confronting and resolving conflicts
Comprehensive understanding and knowledge of current HR practices
Expert knowledge legislative and policy framework informing the area of operation
High level of communication skills, both written and verbal.
Computer literacy in the MS Office software applications
Advanced Persal skills
Basic auditing
Decision making
Networking
Planning and organizing policy formulation and analysis
Problem solving
Report writing skills
Team player
Ability to prioritize issues and other work-related matters and to comply with time frames set

Additional Information

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 : 25 Sep 2026

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.

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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.