



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20230830/928
Advert Reference Number:	UMZIN/21/2023
Job Title:	FACILITY INFORMATION OFFICER
Job Level:	07
Vacancy Type:	Internal & External
Salary:	294 321.00
Department:	KZN HEALTH
Component:	UMZINYATHI DISTRICT HEALTH OFFICE
Employment Type:	Permanent
Center:	DUNDEE
Number Of Posts:	1

Duties/Responsibilities:

Coordinate the total collection of quality routine and non-routine facility data and the maintenance of the District Health Information systems.

Monitor the implementation of the all the Health Information systems in health facility within the district (WEBDHIS/ TIER. NET/EVDS and other).

Conduct training on routine Health Information Systems (WEBDHIS/ TIER. NET/EVDS i.e Data Capturers, OM, Programme Managers and other).

Maintain and provide technical support to all routine Health Information System (ART TIER.NET/ ETR.net / District Health Information System (WEB DHIS)/ Electronic Drug Resistance (EDR Web).

Ensure that quarterly reports are compiled, captured and submitted timeously to the next level.

Presentation of health information at the health information meeting.

Ensure accurate, consistence and timeously reporting of health programme data from all facilities within the district.

Co-ordinate the collection of routine and non-routine data inclusive of survey (PEC).

Maintain, manipulate and ensure security of the district health and management information database.

Ensure data and information integrity to accurately represent the state of service delivery in the district.

Compile summary and comprehensive information feedback report (routine and non-routine).

Manage EPMDs of staff in the Data Management Section.

Support facilities and institution in terms of Data Management.

Render administrative support to the District information Office.

Manage the utilization of resources allocation to the unit.

Qualifications and Experience:

Senior Certificate (Grade 12).

National Diploma/ Degree in Information Technology/Management Information Systems/ Statistics/ Computer Science.

Valid Driver's License (Minimum Code EB).

2-3 Year experience in Data Management section with District Health Information Systems.

Computer Literacy (Ms. Word, Excel, Power point). Proof must be provided

Essential Knowledge, Skills and Competencies Required:

Strong communication skills.

In Depth knowledge and skills in information Systems and Data Management.

The ability to compile meaningful presentation and / or graphic presentations of statistics and to compare to strategic objective with reported results.

High levels of accuracy.

Technical Knowledge in the information Technology Environmental.

Ability to work under pressure and meet tight deadlines.

Additional Information

NIL

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 : 22 Sep 2023

Disclaimer

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- 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.

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