ANNEXURE T

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH
(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.)

APPLICATIONS: Please forward your application, quoting the relevant reference number to the following various District Managers:

UGU (DC21) Attention: Mrs N Hlongwa, Private Bag X735, Port Shepstone, 4240, or hand deliver at 41 Bisset Street, entrance on Nelson Shepstone, Mandela Drive, Port Shepstone, 4240. Enquiries Ms H Shezi at (039 6883000).

UMGUNGUNLOVU Attention: Mr M Mtshali, Private Bag X9124, Pietermaritzburg, 3200 or hand deliver at 171 Hoosen Haffajee (former Berg street) Pietermaritzburg, 3200. Enquiries Mr T Ntshingila at (033 897 1000).

UTHUKELA: Attention: Mrs C Hadebe, Private Bag X9558, Ladysmith 3370, or hand deliver at 32 Leyll Street, Ladysmith, 3370. Enquiries Mr Sizwe Coka at (036 6312202).

UMGUNGA Attention: Mr N Shezi, Private Bag X2052, Dundee 300, or hand deliver at 34 Wilson Street, Dundee. Enquiries Mr J Buthelezi at (034 3287000).

AMAJUBA: Attention: Ms C Buthelezi, Private Bag X661, Newcastle, 2940 or hand deliver at 38 Voortrekker Street, Newcastle. Enquiries Ms B Khanyi at (034 3287000).

ZULULAND: Attention: Mr P Ntshangase, Private Bag X81, Ulundi 3838 or hand deliver at King Dinizulu Highway, Admin Building, Ground Floor (Ministerial Suit) Ulundi.

UMKHANYAKUDE: Attention: Mrs N Mduli, Private Bag X026, Jozini, 3969 or hand deliver at Jozini Main Road next to Post Office. Enquiries Mr S Mdletshe at (035 572 1328).

UTHUNGULU: Attention: Mr Z Mhlanga, Private Bag X20034, Empangeni, 3880 or hand deliver at No. 2 CNR of Chrome and Lood Avenue, Old Telkom: Building, Empangeni Rail. Enquiries Mr F Dlamini at (035 787 0631).

ILEMBER: Attention: Mr R Phahla, Private Bag X10620, Stanger, 4345 or hand deliver at 1 King Shaka Street, King Shaka Building, 2nd and 3rd Floor, KwaDukuza. Enquiries Mr D Kuppusamy at (032 437 3527).

HARRY GWALA: Attention: Mrs Z Dladla, Private Bag X502, Ixopo, 3276 or hand deliver at 111 Margaret Street, Ixopo. Enquiries Mr T Zondi at (039 834 8234).

ETHEKWINI: Attention: Mr D Ronald, Private Bag X54318, Durban 4000 or hand deliver at 83 Jan Smuts Highway, Highway House, Mayville, Durban. Enquiries Ms N Khanyase or Mr N Manivasen at (031 240 5306).

CLOSING DATE: 17 June 2016

NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (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. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised post are free to apply.

OTHER POST

POST 22/137: FACILITY INFORMATION OFFICER: LEVEL 7
Cluster: District Planning, Monitoring and Evaluation
Component: District Data Management Unit
**SALARY**

Salary Notch R211 194 per annum. 13th Cheque, home owner’s allowance, Allowance and medical aid optional [employee must meet prescribed conditions] Medical Aid (Optional)

**CENTRE**

Amajuba Health District Office (1 post); Ref no: G35/2016
Ethekwini Health District Office (2 posts); Ref no: G36/2016
Harry Gwala Health District Office (1 post); Ref no: G37/2016
Ilembe Health District Office (1 post); Ref no: G38/2016
Ugu Health District Office (1 post); Ref no: G39/2016
Umngungundlovu Health District Office (1 post); Ref no: G40/2016
Umkhanyakude Health District Office (1 post); Ref no: G41/2016
Umzinyathi Health District Office (1 post); Ref no: G42/2016
Uthukela Health District Office (1 posts); Ref no: G43/2016
Uthungulu Health District Office (1 post); Ref no: G44/2016
Zululand Health District Office (1 post); Ref no: G45/2016

**REQUIREMENTS**

Senior Certificate (Grade 12) or equivalent PLUS National Diploma /Degree in Information Technology / Management Information Systems / Statistics/ Computer Science. Valid Drivers License (Minimum Code EB) Recommendations Computer Literacy Ms Word, Ms Excel, Ms Power Point and Ms Outlook. Proof must be provided. A minimum of 1 year experience in Routine Health Information System (Anti Retroviral Therapy-(ART) TIER.NET /District Health Information System (DHIS)/ Electronic TB Register (ETR.net)) would be an added advantage. Knowledge, Skills Training and Competencies required: Strong communication skills In Depth Knowledge and skills in Information Systems and Data Management The ability to compile meaningful presentations and/or graphic presentations of statistics and to compare to strategic objectives with reported results. High levels of accuracy. Technical knowledge in the Information Technology Environment. Ability to work under pressure and meet tight deadlines.

**DUTIES**

Key Performance Areas: Roll out (install) TB/HIV Information system (ART TIER.NET) in health facilities within the district. Conduct training on routine Health Information Systems (ART TIER.NET/ ETR.net/ EDR Web/ DHIS) Maintain and provide technical support to all routine Health Information Systems (ART TIER.NET/ ETR.net / District Health Information System (DHIS)/ Electronic Drug Resistant (EDR Web) Ensure accurate, consistent and timeous reporting of health programmes data from all facilities within the district. Co-ordinate the collection of routine and non routine data inclusive of surveys. Maintain, manipulate and ensure security of the district health and management information databases. Ensure data and information integrity to accurately represent the state of service delivery in the district. Compile summary and comprehensive information feedback reports (routine and non-routine). Provide Super User functions for routine health information systems. Maintain asset register for computer and IT related equipment to ensure safety thereof in accordance with policy specifications. Support facilities and Institutions in terms of Data Management. Render administrative support to the District Information Office. Manage the utilization of resources allocated to the unit.