



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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www.kznhealth.gov.za

DIRECTORATE:
Human Resource Management Services
Recruitment and Selection

Reference : HRM 7/1/2
Enquiries : Miss L Mthlane
Telephone : (033) 395 2383

02 July 2025

TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No. G02/2025

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:-

1. The following documents must be submitted:-
 - (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
 - (b) Comprehensive CV (with detailed experience).
 - (c) Copies of Qualification, Registration Certificate with SAPC and drivers licence must not be submitted when applying for employment.
 - (d) Applications can also be done through S'Thesha Waya-Waya obtainable on from website www.eservices.gov.za
 2. The Reference Number must be indicated in the column provided on the form Z.83.
 3. **Persons with disabilities should feel free to apply for the post.**
- NB:**
- (a) Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will **NOT** be accepted.
 - (b) **The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**
4. 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.
 5. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications.

"We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department".

CLOSING DATE FOR APPLICATION IS

18 JULY 2025

HEAD OF DEPARTMENT: HEALTH
KWAZULU-NATAL

DEPARTMENT OF HEALTH: KWAZULU-NATAL

“We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department”.

NOTE:

Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). 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 (security clearance (vetting), 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).** Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. **Applicants:** Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

POST : **DATA CAPTURER: (241 POSTS)**

SALARY : **R193 359.00 per annum**

CENTRE : **VARIOUS DISTRICTS IN KWAZULU NATAL**

DISTRICT OFFICES	REFERENCE NO.	NO. OF POSTS
UMkhanyakude	G02/2025	01
Amajuba	G03/2025	01
Ilembe	G04/2025	01
UMzinyathi	G05/2025	01
UMgungundlovu	G06/2025	51
EThekweni	G07/2025	38
UGu	G08/2025	33
King Cetshwayo	G09/2025	44
Uthukela	G10/2025	24
Harry Gwala	G11/2025	17
Zululand	G12/2025	30

REQUIREMENTS FOR POST:

MINIMUM EDUCATION AND TRAINING

- NQF level 4 or 5/Senior Certificate/Grade 12/Standard 10/or equivalent
- Be computer literate with a proficiency in MS Office Software Applications.

MINIMUM RELEVANT EXPERIENCE

- No previous experience required

RECOMMENDATIONS:

- Unendorsed valid Code B driver's licence (Code 08)
- Experience in using Tier.net, Web DHIS would be an added advantage

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED: -

- Knowledge of applicable computer software/applications, e.g. MSWord and MExcel
- Knowledge of applicable policies and tools
- Knowledge of clerical and administrative procedures
- Knowledge and understanding of the legislative frameworks governing the Public Service.
- Knowledge of storage and retrieval procedures in terms of the working environment
- Planning and organising
- Prioritising skills
- Information collection and management
- Problem solving
- Analytical skills
- Attention to detail
- Accurate keyboard skills
- Spelling and grammar skills
- Computer skills
- Data capturing skills
- Decision making skills
- Communication skills
- Report writing skills
- Multi-tasking skills
- Typing skills and finger dexterity
- Mathematical skills
- Good record keeping and administrative skills

KEY PERFORMANCE AREAS: -

Undertake timely and accurate capturing of data

- Receive documents for data capturing.
- Prepare, compile and sort documents for data capturing.
- Organise paperwork after entering data to ensure it is not lost
- Capture data from available records into the required formats, e.g. database, tables, spreadsheets.
- Combine and rearrange data from source documents where required.
- Import and export data between different databases.
- Capture data for monthly and quarterly reports on all relevant electronic systems, e.g. WebDHIS.
- Capture Antenatal HIV survey data on DHIS.

- Populate standard monthly and quarterly reports with data obtained from WebDHIS that is relevant to the Institution.

Verify the integrity of data

- Analyse and verify the integrity of data received by comparing previously submitted reports and statistics and with source documents.
- Ensure that all sections have submitted data on a monthly and quarterly basis.
- Monitor the completeness of WebDHIS data from the sections to ensure that all data elements are reported on.
- Check the accuracy of data and correct incorrect data where necessary
- Check and query missing information and errors observed during data entry.
- Obtain further information for incomplete documents

Provide support to end-users

- Compile monthly and quarterly reports.
- Distribute reports to the relevant managers in the institution.
- Follow-up on the submission of information from the various sections.
- Submit the reporting template to Districts for monthly and quarterly reporting.
- Submit Tier.Net progress reports to the District Office on a monthly basis.
- Provide technical support to the managers at the institution on data systems (excluding IT support).
- Retrieve data from the databases or electronic files as requested.
- Liaise with different units to collect data and information in the correct formats and within agreed timeframes.
- Provide guidance to stakeholders on the data to be collected
- Attend data-related meetings and give feedback to the management team.

Secure captured information in accordance with system specifications and protocols

- Perform regular backups to ensure data preservation.
- Update registers and statistics on a regular basis and delete unnecessary files.
- Ensure records and files are properly maintained, sorted and secured
- Store completed documents in designated locations
- Maintain registers or records of activities and tasks.
- Comply with data integrity and security policies.

ENQUIRIES: MRS JN Ngozo: 033-395 2586

Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details.

“Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs.”

ALL APPLICATIONS SHOULD BE FORWARDED TO: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 **OR** Hand delivered to: 330 Langelibalele Street Natalia Building, **REGISTRY**, Minus 1:1 North Tower

(Attention: Miss L Mthlane)