



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

ILEMBE HEALTH DISTRICT OFFICE

Human Resource Department

1 King Shaka Street, Kind Shaka Centre 2nd & 3rd Floors

Tel: 032 437 3500 Fax: 032 552 1878

ENQUIRIES: Mrs C Lue
TELEPHONE: 032 - 4373500

VACANCIES IN THE DEPARTMENT OF HEALTH

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) The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full.

(b) **Detailed** Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV.

(c) Applicants are not required to submit Copies of qualification and other relevant documents on application. **NB: HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview.**

(d) Applications must be submitted **on or before the closing date**.

2. The Reference Number must be indicated in the column provided on the form Z.83 e.g. GLEN 02/2021

3. **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. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor.

5. **Persons with disabilities should feel free to apply for any of the advertised posts.**

6. 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.

7. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

8. 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.

This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

Closing date for the Applications:

06 June 2025

PLEASE FORWARD APPLICATIONS TO: ATT: H.R. MANAGEMNET DEPARTMENT

The District Director
ILEmbe Health District Office
Private Bag x10620
Kwa Dukuza
4450

____original signed by____

**DISTRICT DIRECTOR
ILEMBE HEALTH DISTRICT**

---26/05/2025-----

DATE

Post	Occupational Therapy Services Grade 1 (Roving Mental Health Specialist Team (covering iLembe District))
Reference No	ILE 01/2025
Centre	Ilembe Health District Office
Number of Posts	01
Period	1 July 2025 - 31 March 2026 [Contract]
Salary Scale	R397 233.00 per annum

MINIMUM REQUIREMENTS

- Senior Certificate/ Grade 12.
- Degree in Occupational Therapy (OT).
- Registration with the HPCSA as Occupational Therapist
- Computer literacy (MS Word, Excel and PowerPoint).
- A valid driver's license.
- Must be able to commence duties on 1 July 2025
- Experience in mental health OT services will be an added advantage.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Sound Knowledge and skill in OT mental health and general diagnostic and therapeutic procedures.
- Skill and knowledge in the use of OT equipment and assisted devices.
- Knowledge of public service legislation, policies and procedures.
- Knowledge of the Mental Health Care Act, and its Regulations; including draft Guidelines for the licensing of residential and day care facilities for people with mental and/ or intellectual disability
- Knowledge of the National Mental Health Policy Framework and Strategic Plan 2023 – 2030
- Ability to function as part of a multidisciplinary team member.
- Excellent verbal and written communication skills.
- Good interpersonal, decision-making and problem-solving skills.
- Good time management, planning, organizing and administrative skills.
- Self-motivation, resilience and dedication to service delivery.
- Ability to work under pressure.
- Computer proficiency.

KEY PERFORMANCE AREAS

- Conduct a needs analysis for community based mental health services in the district.
- Develop and conduct relevant research that will serve to enhance mental health service delivery within the district, beginning with a situational analysis of current services at all levels of care.
- Evaluate and reports on the status of mental health services in the district (including amongst others, the extent of MH problems, health system challenges, best practices identified, resources, skills gaps in the service and service improvement plans) at state facilities, community-based organisations and NGO's.
- Assist in the development of a District Mental Health Strategic and Operation Plan, standardised mental health service policies, procedures and operating guidelines for the District / region.
- Provide specialist clinical consultation and outreach services to ensure high standards of psychosocial occupational therapy care within the District.
- Conducting consultation, assessment and specialist out-reach at community-based primary health care services to assess and manage mental health care users (minimum target of 60 per month)
- Champion the implementation of psycho-social occupational therapy interventions in the action plan from stakeholders in the district (change facilitation).
- Appraise existing psychosocial occupational therapy training programmes and systems for occupational therapy personnel and other health care workers in the district.
- Identify the training needs for mental health professionals and community health workers and develop and implement teaching and training programmes, as indicated.
- Package the necessary psychosocial training interventions and programmes for district staff.
- Develop institutional mechanisms for collaboration and referral in collaboration with other team members.

- Disseminate the referral protocol for psychosocial occupational therapy and monitor and evaluate its implementation.
- Meet programme managers of priority programmes and advocate for integration of psychosocial occupational therapy interventions/programmes into these programmes and support implementation.
- Monitor the collection and transmission of mental health data elements from occupational therapy sites/clinics/services.
- Develop and implement the necessary psychosocial occupational therapy interventions in schools in the District in consultation with relevant key stakeholders.
- Champion and advocate for the integration of psychosocial occupational therapy interventions within the school health system. Monitor and evaluate implementation of psychosocial occupational therapy interventions within the school health system in the district.
- Coordinate psychosocial occupational therapy interventions in the district.
- Undertake an organizational design exercise to determine the number of occupational therapy personnel posts and post levels required for the district (community settings).
- Ensure effective stakeholder management and liaison within the mental health and related sectors

Enquiries : **Mrs C Lue**
Telephone number 032 437 3500

Post	Social Worker - (Roving Mental Health Specialist Team (covering iLembe District)
Reference No	ILE 02/2025
Centre	Ilembe Health District Office
Number of Posts	01
Period	1 July 2025 - 31 March 2026 [Contract]

Salary Scale

Grade 1: R325 200. 00 per annum

Experience: None

Grade 2: R331 191.00 per annum

Experience: Minimum of 10 years relevant experience after registration with HPCSA as a Social Worker.

Grade 3: R401 691.00 per annum

Experience: Minimum of 20 years relevant experience after registration with HPCSA as a Social Worker

MINIMUM REQUIREMENTS

- Degree in Social Work.
- Registration with SACSSP as a Social Worker.
- A valid driver's license.
- Computer literacy (MS Word, Excel and PowerPoint).
- Must be able to commence duties on 1 July 2025
- Experience in working with mental health care users will be an added advantage.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge of public service legislation, policies and procedures as well as that of the Social Work profession as applies to the Health Sector.
- Knowledge of the Prevention of and treatment for Substance Abuse Act.
- Knowledge of the Mental Health Care Act, and its Regulations; including draft Guidelines for the licensing of residential and day care facilities for people with mental and/ or intellectual disability

- Knowledge of the National Mental Health Policy Framework and Strategic Plan 2023 – 2030
- Ability to function as part of a multidisciplinary team member.
- Excellent verbal and written communication skills.
- Good interpersonal, decision-making and problem-solving skills.
- Good time management, planning, organizing and administrative skills.
- Self-motivation, resilience and dedication to service delivery.
- Ability to work under pressure.
- Computer proficiency

KEY PERFORMANCE AREAS

- Conduct a needs analysis for community based mental health services in the district.
- Assist in the development of a District Mental Health Strategic and Operation Plan.
- Develop and conduct relevant research that will serve to enhance mental health service delivery within the district, beginning with a situational analysis of current services at all levels of care.
- Compile a report on the status of psychosocial /mental health services in the District (include among others, extent of MH problems, health system challenges and best practice identified, resources, skills gaps in the service).
- Develop and standardise mental health service policies, procedures and operating guidelines for the District/region.
- Provide specialist clinical consultation and outreach services to ensure high standards of psychosocial care within the District.
- Conducting consultation, assessment and specialist out-reach at community-based primary health care services to assess and manage mental health care users (minimum target of 60 per month)
- Identify training needs for mental health professionals and community health workers and develop and implement teaching and training programmes, as indicated.
- Obtain buy-in for psychosocial interventions in the action plan from stakeholders in district.
- Appraise existing psychosocial training programmes and systems in the district.
- Package the necessary psychosocial training interventions and programmes for district staff.
- Conduct necessary psychosocial in-service training and training programmes (including training of priority programme personnel).
- Appraise and revise existing referral protocols for social work services in the District.
- Disseminate the referral protocol for social services.
- Monitor and evaluate the implementation of the referral protocol for social work interventions.
- Meet programme managers of priority programmes and advocate for integration of social work interventions into these programmes and support implementation.
- Monitor and evaluate the implementation of the social work interventions in the priority programmes.
- Identify psychosocial risk factors for suicide in district.
- Develop and implement the necessary psychosocial interventions for schools in the District.
- Coordinate implementation of social welfare interventions for mental health care users in the district.
- Develop institutional mechanisms for collaboration and referral between mental health services and traditional healers and faith healers in the district, including appropriate referral pathways in both directions.
- Train traditional and faith-based healers on relevant social welfare interventions.
- Conduct a needs analysis for community based mental health services (residential and day care) in the district (quality and quantity).
- Conduct consultation, assessment and specialist out-reach.
- Ensure effective stakeholder management and liaison within the mental health and related sectors

ENQUIRIES: Mrs C Lue

CONTACT NO: 032 437 3500

Job Title	Clinical Psychologist Grade 1, 2 & 3 (Roving Mental Health Specialist Team covering iLembe District)
Reference No.	ILE 03/2025
Centre	iLembe Health District Office
Number of posts	01
Remuneration	Grade 1 – R872 709.00 per annum (All Inclusive Package) Grade 2 – R1 014 706.00 per annum (All Inclusive Package) Grade 3 – R1 174 848.00 per annum (All Inclusive Package)
Period	1 July 2025 - 31 March 2026 [Contract]

Salary Scale

Minimum Requirement: Grade 1

- Masters in Clinical Psychology plus
- Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus
- One (1) year of experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

Grade 2

- Masters in Clinical Psychology plus
- Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus
- Eight (8) years of experience after registration with the HPCSA as a Psychologist &
- Requires nine (9) experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

Grade 3

- Masters in Clinical Psychology plus
- Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist plus
- Sixteen (16) years after registration with HPCSA as a Clinical Psychologist &
- Requires seventeen (17) years of experience after registration as a Clinical Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

RECOMMENDATION

Fluency in Isizulu

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED

Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures.

Knowledge and the ability to administer and interpret psychological tests

Ability to function in a multi-disciplinary team
Excellent Communication and interpersonal relationship skills
Quality Assurance and Improvement
Problem solving skills
Planning and organising
Offer outreach services
Medico legal work

KEY PERFORMANCE AREAS

Assess persons by means of clinical interviews
Administer and write reports on psychometric assessments
Ability to conduct individual, group and family psychotherapy
Ability to communicate with patients and relatives
Maintain accurate records and statistics
Submit reports timeously

N.B.: Employees permanently employed by the KZN Department of Health will not be considered for these posts.

ENQUIRIES: Mrs C Lue

CONTACT NO: 032 437 3500

CLOSING DATE: 06 June 2025

ALL APPLICATIONS SHOULD BE FORWARDED TO: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620 KwaDukuza 4450
OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre KwaDukuza 4450