



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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www.kznhealth.gov.za

DIRECTORATE:
Human Resource Management Services
Recruitment and Selection

Enquiries : Mr. A Memela
Telephone : (033) 395 2055
14 August 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.G10/2025

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 need not be submitted when applying for employment.
 - (d) Applications can also be done through S'Thesha Waya-Waya obtainable from website www.kznonline.gov.za/kznjobs
2. The Reference Number must be indicated in the column provided on the form Z.83.
3. **Persons with disabilities are encouraged to apply for the post/s.**
NB:
 - (a) Failure to comply with the above instructions will disqualify applicants.
 - (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/S IS

05 September 2025

**HEAD OF DEPARTMENT: HEALTH
KWAZULU-NATAL**

DEPARTMENT OF HEALTH: KWAZULU-NATAL

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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 are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. **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).** Applicants with foreign qualifications are requested to have their 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. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

POST : **PHARMACIST: GRADE 1, 2 & 3 (25 POSTS)**

CENTRE: : **VARIOUS DISTRICTS/ HEALTH FACILITIES**

No.	DISTRICT OFFICES	REFERENCE NO.
1	Amajuba District	G32/2025
2	Ethekwini District	G33/2025
3	Harry Gwala District	G34/2025
4	Ilembe District	G35/2025
5	King Cetshwayo District	G36/2025
6	uGu District	G37/2025
7	Umgungundlovu District	G38/2025
8	Umkhanyakude District	G39/2025
9	Uthukela District	G40/2025
10	Umzinyathi District	G41/2025
11	Zululand Health District	G42/2025

SALARY GRADE 1: R 848 862.00 per annum

Experience: requires appropriate qualification and registration with SACP as a pharmacist, **no experience required.**

One year relevant experience after registration as pharmacist 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.

SALARY GRADE 2: R 917 634.00 per annum

Experience: Five years relevant experience after registration with SACP as a pharmacist.

Six years relevant experience after registrations as a pharmacist 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.

SALARY GRADE 3: R 1 001 349.00 per annum

Experience: Thirteen years relevant experience after registration with SAPC as a pharmacist.

Fourteen years relevant experience after registration as a pharmacist 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.

REQUIREMENTS FOR THE ABOVE POST:-

- Matric Certificate (Grade 12)
- Bachelor Degree in Pharmacy.
- Registration with SAPC as a Pharmacist, Current registration with SAPC as a Pharmacist.

RECOMMENDATIONS

- Unendorsed valid Code B driver's licence (Code 08)
- Be computer literate with a proficiency in MS Office Software Applications.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge of Pharmaceutical services, policies, procedures and legislations including the essential Drug lists.
- Excellent communication skills both written and verbal
- Ability to be active part of the multidisciplinary team.
- Knowledge of essential drug list and the National Drug Policy
- Commitment to service excellent, good supervisory, analytical and team building.
- **Skills:** Appropriate clinical theoretical knowledge.
- Ability to manage conflict and apply disciplinary procedure.

KEY PERFORMANCE AREAS

JOB PURPOSE: To execute all duties, functions and responsibilities to be best of his/her abilities within all applicable legislation.

- Dispense and provide clinical advice on medicines to patients in accordance with applicable legislation and guidelines.
- Monitor stock levels and ensure the continuous availability of essential medicines at all service delivery points.
- Provide mentorship and support to pharmacist assistants and other healthcare staff.
- Conduct regular visits to health facilities, including mobile clinics, to assess pharmaceutical needs and address shortages.
- Implement and monitor medicine supply chain management systems to prevent stock-outs and wastage.
- Implement Good Standard Procedures
- Maintain client satisfaction through quality service, innovation by upholding the principles of Batho Pele and Patient Right and Responsibilities.
- Good pharmacy practice, norms and standards with regards to the procurement
- Storage and dispensing of pharmaceuticals
- Maintain accurate and appropriate statistics and information as required by management in the line with legal requirements.
- Supervise day-to-day activities of at the allocated units of Provincial Pharmaceutical Supply Depot in consultation with Assistant Manager and Manager Pharmaceutical Services.

- Compile and analyse medicine availability reports and take corrective actions to prevent medicine stock outs.
- Implement supplier performance management systems.
- Implement performance management system of all staff within the allocated units.
- Work towards achieving departmental performance targets.
- Contribute to the achievement of Universal Health Coverage (UHC) and the implementation of the National Health Insurance (NHI) programme.
- Participate in the implementation of quality improvement programmes, including the Ideal Clinic Realisation and Maintenance (ICRM) programme and the Ideal Hospital Realisation and Maintenance (IHRM) framework.

NB: Please note that the district and facility management reserve the right to assign you to any location based on service delivery needs.

ENQUIRIES: MR J MNDEBELE : 033-395 3274

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.”

NB: //Applications for these posts can be dropped-off at your nearest Health Facility.

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 Langalibalele Street Natalia Building, **REGISTRY**, Minus 1:1 North Tower

(Attention: Mr. A Memela)