



Reference : HRM 7/1/2
Telephone : 033 395 2694

07 November 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.N13/2025

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 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

28 November 2025

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

DEPARTMENT OF HEALTH: KWAZULU-NATAL

(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.)

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.** Faxed and e-mailed applications will **NOT** be accepted. 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).** 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.

POST : **PHARMACIST ASSISTANT (BASIC) GRADE 2 (14 POSTS)**

PERIOD : **CONTRACT UNTIL 31 MARCH 2026**

NOTCH : R 162 894

CENTRE : **VARIOUS DISTRICTS IN KWAZULU NATAL**

DISTRICT OFFICES	REFERENCE NO.	NO. OF POSTS
Umkhanyakude District	G18/2025	01
Amajuba District	G19/2025	01
Ilembe District	G20/2025	01
Umzinyathi District	G21/2025	01
UMgungundlovu District	G22/2025	01
EThekwini District	G23/2025	04
UGu District	G24/2025	01
King Cetshwayo District	G25/2025	01
Uthukela District	G26/2025	01
Harry Gwala District	G27/2025	01
Zululand District	G28/2025	01

REQUIREMENTS FOR POST: -The appointment to Grade 2 requires Grade 12 qualification **PLUS**, Registration with SAPC as a Pharmacy Assistant (Basic) **PLUS** Current registration as a Pharmacist Assistant (Basic) 2025

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 COMPETENCE REQUIRED:-

- The incumbent of this post will report to the Pharmacy Manager and will be responsible to assist with provision of Pharmaceutical serve in order to facilitate the effective provision of Pharmaceuticals to the hospital and associated Clinics,
- The ideal candidate must possess knowledge mathematical ability and computer literacy.

KEY PERFORMANCE AREAS:-

- Prepacking of medication for patient use.
- Order medication from bulk store.
- Order labels from bulk store, Prepare documentation for pre-packing.
- Clean tablet counters and Spatulas.
- Manufacture or compound medication under the supervision of the pharmacist.
- Order raw materials from bulk store.
- Order labels from bulk store.
- Prepare manufacturing area.
- Close prepacking and manufacturing processes.
- Issue Chronic Medications to the Clinics.
- Order medicines from bulk store.
- Pack medicines for clinics.
- Review clinic orders.
- Organize for delivery of medicine to the clinics.
- Medicine information service.
- Regular in-service for staffs Health talks for patients.
- Provision of medicine information to Doctors and Nurses.
- Catalogue amendment notification and implementation.
- Maintenance of good housekeeping
- Clean shelves regularly.
- Assists in the cleaning of floors in case of medicine spills etc..
- Clean medication and vaccines refrigerators regularly, maintenance of schedule for cleaning.
- Support multi-month dispensing

Enquiries : Mrs J N Ngozo Telephone: 033 95 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.”

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 Langelibalele Street Natalia Building, **REGISTRY**, Minus 1:1 North Tower
(Attention: Mrs B C Shelembe)

NB: Successful candidates might not be placed at one health care facility but will be expected to rove throughout the sub-district / district.