



DIRECTORATE:

Human Resource Office

Postal Address : Private Bag x 6661, Newcastle 2940
Physical Address: 38 Voortrekker Street, Newcastle 2940
Tel: 034 328 7000 Fax: 034 315 1092
Email: Vusi.Khumalo3@kznhealth.gov.za

Enquiries: Mr. V.J. Khumalo
Date: 17 January 2024

TO: ALL DEPARTMENTAL EMPLOYEES

Vacancies in the Department of Health: Amajuba Health District Office, HPV Professional Nurse X02 Posts (2 Months Contract)
Reference Number: AMAJ01/2024

The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted: Application for Employment Form (New Z83 form), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za

Copies of the following documents - **not copies of copies**

- Identity Document – Certified copy
- Detailed Curriculum Vitae must be attached stating relevant experience New Z83 form - completed and signed

NB: Shortlisted candidates will be required to provide certified copies of educational qualifications, drivers' license, and ID copy.

2. The Reference Number must be indicated in the column provided on the new Z83 form, e.g. HGHD 03/2022. **Failure to comply with the above instructions will lead to disqualification of applicants.** Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only.
3. **Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews.**
4. Applicants in possession of 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
5. **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) and proof of experience.**
6. *This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply.*

All applications must be posted to: Attention: Mr. BP Sangweni, Amajuba Health Office, Private Bag X6661, Newcastle, 2940 **OR Dropped off** in the applications box, 38 Voortrekker Street, Newcastle, 2940 or email to phila.sangweni@kznhealth.gov.za

Closing date: 24 January 2024

Dr. A.M.E.T. Tshabalala
District Director
Amajuba Health District Office
Date: 2024/01/17



ADVERTISEMENT

POST	: PROFFESIONAL NURSE GRADE 1-2 (2 MONTHS CONTRACT)
CENTRE	: AMAJUBA HEALTH DISTRICT OFFICE
COMPONENT	: HEALTH PROMOTION (HPV GRANT)
NO OF POST	: TWO (02)
SALARY	: R293 670.00 – R358 626.00 PER ANNUM
REFERENCE NUMBER	: AMAJ01/2024

MINIMUM REQUIREMENTS FOR THE POST:

- National Senior Certificate (Grade 12) or equivalent.
- Diploma / B Degree in General Nursing.
- Current registration with SANC as a professional Nurse receipt. (Not proof of payment)

KNOWLEDGE, SKILLS, BEHAVIOURAL ATTRIBUTES AND COMPETENCIES REQUIRED

- Knowledge of code of conduct for Public Service employee.
- Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act.
- Good communication skills and interpersonal skills.
- Planning and organizing skills.
- Knowledge of scope of practice for Professional Nurses.
- Sound understanding of legislations and related ethnic nursing practices.
- Sounding knowledge and understanding of HPV programme.

KEY PERFORMANCE AREAS

- Coordinate/ facilitate health education on HPV to learners, educators, parents and other stakeholders.
- Control stock and equipment used during the HPV campaign.
- Conduct resuscitation in case of an adverse event in a school setting and ensure referral thereof.
- Supervise subordinates on duties delegated.
- Facilitate integration and advocacy with different stakeholders.

Enquiries: Mrs. T.M. Shange

Telephone: (034 328 7000)

NB: All documents to be hand delivered to Amajuba Health District Office or Email to:
Phila.Sangweni@kznhealth.gov.za

CLOSING DATE: 24 January 2024