TO ALL HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE 01/2020

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Also, notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal place of work.

Directions to candidates
1. The following documents must be submitted:
   (a) Application for Employment form (Z83) which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za.
   (b) Updated comprehensive Curriculum Vitae stating any experience relevant to the Position.
   (c) Certified copies of highest educational qualifications and current SANC receipt – not copies of certified copies (Certification must be within three months).
   (d) Certified copy of ID document (Certification must be within three months).
   (e) Certified copies of certificate of service endorsed by HR/Service record from persal system.

2. The Post Reference Number must be indicated in the column provided on the form Z83, e.g. AMAOTI CNP01/2020

NB: Failure to comply with the above instruction will disqualify applicants.

3 Persons with disabilities should feel free to apply.
   - African Males are encouraged to apply.

4. The appointment is subject to positive outcome obtained from the Following checks: security checks, credit checks, qualifications, citizenship and Previous experience verifications.

Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to shortlisted candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful.

Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for interview and also no relocation expenses will be paid.
Post: Clinical Nurse Practitioner Grade 1 or Grade 2
Centre: Amaoti Clinic
Reference no: AMAOTI CNP01/2020
No of post: 01
Remuneration: 
Grade 1- **Notch R383 226** per annum
Grade 2- **Notch R471 333** per annum
Other benefits: Rural allowance -8% Medical Aid (Optional) and Housing allowance plus 13th cheque.

**MINIMUM REQUIREMENTS FOR THE POST:**

- Grade 12
- Degree/Diploma in general nursing plus 1 year post basic qualification in Primary Health Care.
- Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse.
- Current SANC receipt
- **Previous work experience/certificate of service endorsed by your Human Resource Department**

**Experience**

**GRADE 1**

- A minimum of 4 years appropriate/recognizable registration experience as a General Nurse plus one year post basic qualification in PHC.

**GRADE 2:**

- A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing, of which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care.

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal frameworks i.e. Nursing Acts, Mental Act OH&S Act, Labour Relations Act BathoPele and patient right Charter.
- Good insight of procedures and policies pertaining to nursing care.
- Leadership, organizational, decision making and problem solving abilities.
- Interpersonal skills including public relations, negotiating, conflict handling and counselling.
- Financial and budgetary knowledge.
- Computer skills on basic programs.

**KEY PERFORMANCE AREARS**

- Provide quality comprehensive Primary Health Care service by promoting health preventative, curative and rehabilitative services for the clients and the community.
- Provide administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and direct control of expenditure as an integral part of planning and organization.
- Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care.
- Ensure that Batho Pele principles and patients right are implemented.
- Ensuring proper utilization and safe keeping of basic medical equipments.
- Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account.

• KINDLY RETURN **ALL DOCUMENTATION** WHEN REPLYING
- Ensure the implementation of Primary Health Care re-engineering.
- Ensure implementation of National Core Standard.
- Ensure patients care through the utilization of Primary Health Care indicators.
- Ensure monitoring of the facility target for programs in the facility.
- Ensure implementation, monitoring and evaluation of EPMDS in the operational area.

Closing date- 17 April 2020

Original signed by CEO and available upon request.

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CEO (Dr. SCV Mncwango)
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