



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Directorate: HRM Services

Postal address: Private Bag x105, Amatikulu 3801
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www.kznhealth.gov.za

Catherine Booth Hospital

Vacancy Circular: CBH01/2024

POST : PROFESSIONAL NURSE SPECIALITY GRADE 1or 2
REFERENCE : CBH01/2024
CENTRE : CATHERINE BOOTH HOSPITAL
COMPONENT : OCCUPATIONAL HEALTH SERVICES
REMUNERATION : GRADE 1: R 431 265.00 - R 497 193.00
GRADE 2: R 528 696.00 – R 645 720.00
NUMBER OF POSTS : 01

OTHER BENEFITS : 13TH Cheque, 8% Rural Allowance, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS

Grade1:

- Senior Certificate/ Grade 12.
- Basic R425 qualification (i.e. Degree/Diploma in General Nursing and Midwifery)
- Current SANC receipt (2024).Registration with SANC as Professional Nurse.
- One year Post Basic qualification in Occupational Health Nursing.
- A Minimum of 4 years appropriate or recognizable experience Nursing after registration as Professional Nurse with the SANC in the General Nursing.
- Proof of previous and current work experience endorsed and stamped by Human Resource Department .(Certificate of service)
- Verification of employment endorsed by HR.

Grade 2 :

- Senior Certificate/ Grade 12.
- Basic R425 qualification (i.e. Degree/Diploma in General Nursing and Midwifery)
- Current SANC receipt (2024).Registration with SANC as Professional Nurse.
- One year Post Basic qualification in Occupational Health Nursing.
- A Minimum of 14 years appropriate or recognizable experience Nursing after registration as Professional Nurse with the SANC in the General Nursing.
- A Minimum of 10 years of the period referred above must be appropriate / recognizable experience in Occupational Health after obtaining a post basic qualification in Occupational Health Nursing.
- Proof of previous and current work experience endorsed and stamped by Human Resource Department .(Certificate of service)
- Verification of employment endorsed by HR.

KNOWLEDGE,SKILLS,COMPETENCIES AND TRAINING REQUIRED :

- Strong interpersonal , communication and presentation skills.
- Ability to make independent decisions .
- An understanding of the challenges facing the public health sector.
- Ability to prioritize issues and other work related matters and to comply .
- High level of accuracy .
- Depth knowledge of Act, Policies , Procedures, Prescripts and Legislations.



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KEY PERFORMANCE AREAS :

- Render an optimal holistic specialized nursing care to patients in the occupational health clinic .
- Ensure a daily effective functioning of the occupational health clinic Undertake risk assessment for Occupational diseases .
- Conduct mandatory medical assessment as per the provision of Occupational Health Act.
- Facilitate / conduct health education and social economical awareness .
- Compile and manage occupational health statistics and maintain good record keeping.
- Maintain accreditation standards by ensuring compliance with National Core Standards .
- Co- ordinate clinic activities and participate in the formulation , analysis , implementation and monitoring of unit objectives , policies and procedures.
- Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies.
- Ensure working equipment and machinery is available and functional at all times.
- Report challenges and deficiencies within the unit to the immediate supervisor .
- Attend to meetings , workshops and training and other functions as assigned by the Supervisor.

VACANCY 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. Institutions must ensure 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 (Z83 form), which is obtainable from any Government Office /Department or website www.kznhealth.gov.za
 - (b) Id copy
 - (c) Detailed Curriculum Vitae
2. **Applicants are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only, which may be submitted to HR on or before the day of an interview.**
3. Reference number must be indicated in the column provided on z83 form
4. **It is the applicant's responsibility who have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority(SAQA) and to provide proof of such evaluation on application . Failure to comply will result in the application not being considered.**

NB : Failure to comply with the above instructions will result in disqualification of the applicant.

Please note that due to large number of applications envisage to be received , applications will not be acknowledged .If you are not contacted by us after three months after closing date , please regard your application as being unsuccessful . Every shortlisted applicant will be advised of the outcome of their application in due course.

5. **Persons with disabilities should feel free to apply for this post.**
6. **Please note that the selected candidate will be subject to a pre- employment screening and verification process including a CIPC (companies Intellectual Property Commission) screening**

CLOSING DATE : 09 February 2024



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Applications should be sent to: The Human Resource Manager
Catherine Booth Hospital
Private Bag x 105
Amatikulu
3801

Emailed applications will be accepted on email address : samkelisiwe.ntuli@kznhealth.gov.za

NB: PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S&T AND RELOCATION / RESETTLEMENT CLAIMS

“ The department is an equal opportunity, affirmative action and people with disability whose aim is to promote representatives in all levels of the occupational classes of the Department”

ORIGINAL SIGNED BY CEO

CHIEF EXECUTIVE OFFICER