

Enquiries: Mr. S.C Nene  
Reference: HRM 4/1  
Date: 15 February 2024

**TO ALL HEADS OF DEPARTMENT  
VACANCIES IN THE DEPARTMENT OF HEALTH**

**CIRCULAR MINUTES : CL 01/2024**

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

**DIRECTIONS TO CANDIDATES**

**A. The following documents must be submitted: -**

1. Application for employment form (Z83) which is obtainable at any Government Department OR from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) as issued by Minister for DPSA in line with the regulations 10 of the Public Service Regulations 2016. Applicants must utilize the most recent Z83 form. The Z83 form must be fully completed in a manner that allows the selection committee to access the quality of a candidate based on the information provided in the form ; **Failure to do so will results in disqualification.**
2. A detailed Curriculum Vitae (CV).
3. Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of interview.
4. It is the responsibility of the applicant to have foreign qualification evaluated by the South African Qualification Authority.
5. Applicants applying for more than one (1) post must submit a separate form Z83 as well as the documentation mentioned above in respect of each post.
6. The **Reference Number** and **Position** of the post you applying, as stated in the advert must be clearly indicated in the columns provided on the form Z83.

**B. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered / accepted.**

- C. Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not received any response after four weeks from the closing date of this advert, consider your application as unsuccessful.
- D. People with disabilities should feel free to apply for the posts.
- E. The appointment is subject to positive outcome obtained from the SSA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience from previous employers, Vetting criminal clearance – Verification of Qualifications by SAQA)

**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.**

**DUE TO FINANCIAL CONSTRAINTS, S&T WILL NOT BE PAID TO THOSE WHO ATTEND INTERVIEWS.**

**The closing date for applications is: 15 March 2024 before 3:00pm**

*Original copy has been signed by the CEO*

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER  
CLAIRWOOD HOSPITAL

\_\_\_\_\_  
DATE

## ADVERTISEMENT

<b>POST</b>	<b>: CLINICAL NURSE PRACTITIONER GRADE 1 AND 2 (PHC STREAM: GATEWAY CLINIC)</b>
<b>NUMBER OF POSTS</b>	<b>: 1</b>
<b>REFERENCE NO.</b>	<b>: CL 01/2024</b>
<b>CENTRE</b>	<b>: CLAIRWOOD HOSPITAL</b>
<b>SALARY</b>	<b>: R 431 265.00 p.a. (Grade 1) R 528 696.00 p.a. (Grade 2) Plus 13th Cheque, Medical Aid –Optional, Housing Allowance – Employee must meet the prescribed requirements</b>

### **MINIMUM REQUIREMENTS:**

- Senior Certificate - Grade 12
- Degree/ Diploma in General Nursing and Midwifery
- One (1) year post basic qualification in Primary Health Care.
- Current registration with SANC 2024

**GRADE 1:** A minimum of 4 years appropriate recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing.

**GRADE 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care.

### **KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED.**

- Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework.
- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, OHSA, PSR etc.
- Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- Demonstrate a basic understanding of H.R and financial policies.
- Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

### **KEY PERFORMANCE AREAS**

- Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the clients and community.
- Provide PICT, UTT and adherence counselling to all clients.
- Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility.
- Work as part of the multi-disciplinary team to ensure good nursing care at PHC level.
- Provide primary prevention strategies and management of communicable and non-communicable diseases.
- Provision of good quality care according to Ideal Clinic Realization and Maintenance (ICRM) and office of health standard compliance guidelines. (OHSC)
- Manage and monitor proper utilization of human, financial, physical and material resources.
- Ensure data management is implemented and monitored
- Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required.
- Work effectively co-operatively and amicably with persons of diverse intellectual cultural racial or religious differences
- Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles and patients' Rights charter.

- Handle obstetric emergencies and high risk conditions.
- Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic.
- Ensure proper utilisation and safe keeping of basic medical surgical pharmaceutical and stock suppliers.
- Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines.
- Ability to assess, diagnose, treat and refer the patients with clinical problems above PHC scope.
- Ensure compliance with all indicators for DOH Programmes.

<b>ENQUIRIES:</b>	<b>MR. T.G MBANJWA</b>
<b>TELEPHONE:</b>	<b>031- 451 5177</b>
<b>CLOSING DATE FOR APPLICATIONS:</b>	<b>15 MARCH 2024 BEFORE 3:00PM</b>

All applications should be forwarded to: **The Human Resource Department**  
**Clairwood Hospital**  
**Private Bag X 04**  
**Mobeni**  
**4060**

**OR**

**Hand Delivered to: Clairwood Hospital**  
**1 Higginson Highway**  
**Mobeni**  
**4060**