TO: ALL HEADS OF DEPARTMENTS: VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NO. CTK 08/2020

The content of this Circular Minute must be brought to the notice of all eligible officers on the establishment of all institutions. It must be ensured that all those 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 (Z.83), which is obtainable from any Government Department OR from the website – www.kznhealth.gov.za
   b) Curriculum Vitae, certified copies of identity document, highest educational qualification and professional registration certificates- not copies of certified certificates.

2. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 08/2020

3. Persons with disabilities should feel free to apply for the post/s

   N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted.

4. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC).

5. Please note that due to financial constrains no S&T claims will be paid to candidates invited for the interview.

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.

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CHIEF EXECUTIVE OFFICE
CHRIST THE KING HOSPITAL
ADVERTISEMENT

JOB TITLE  : PROFESSIONAL NURSE SPECIALTY: (OCCUPATIONAL HEALTH) (GR 1 OR 2)
COMPONENT  : HUMAN RESOURCES MANAGEMENT
REFERENCE NO. CTK 08/2020
INSTITUTION  : CHRIST THE KING HOSPITAL

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

MINIMUM REQUIREMENTS

- Matric/ Grade 12 or equivalent qualification
- Diploma/ Degree in nursing that allows for registration with SANC AS A Professional Nurse
- Proof of current registration with SANC (2020)
- Certificate of service/ Proof of relevant experience endorsed by HR.

GRADE 1: R383 226.00 P.A.

- A minimum of four (4) years appropriate/ recognizable experience in nursing after registration with SANC as a professional nurse in general nursing.
- A post basic qualification of at least on (1) year accredited with SANC in Occupational Health.

GRADE 2: R471 333.00 P.A.

- A minimum of 14 years appropriate / recognizable experience in nursing after registration with SANC as a professional nursing general nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in Occupational Health after obtaining specialty in Occupational Health.

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework, e.g. Nursing Act, Health Act, Occupational Health and Safety, etc.
- Good knowledge of Occupational Health and Safety and Compensation for Injuries and Diseases Act (COIDA)
- Ability to function as part of a multi- disciplinary team to ensure good nursing care
- Good communication and problem solving skills
- Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook)
- Ability to develop and implement policies

**KEY PERFORMANCE AREAS**

- Conduct medical surveillance and baseline surveys of all staff
- Treat injuries and illnesses for employees including follow ups and referrals.
- Ensure that IOD’s are attended to and that relevant forms are submitted to the Department of Labour
- Maintain accurate staff records
- Implement procedures that maintain effective infection control and occupational health and safety measures in accordance with Occupational Health & Safety legislation.
- Promote quality of nursing care as directed by the professional scope of practice and standards.
- Assist in the development of nursing and improvement of standards of care through research.
- Maintain a professional and ethical practice as an enabling environment for ethical practice.
- Submit monthly statistics to Management and District Office.
- Audit clinical records by analyzing data
- Administer treatment plan of common or minor conditions in accordance with prescribed norms, standards and guidelines.

Enquiries: Mr N. Shude : 039 8347500

**CLOSING DATE: 24/07/2020**

**APPLICATIONS TO BE FORWARDED TO** : THE CHIEF EXECUTIVE OFFICER
CHRIST THE KING HOSPITAL
PRIVATE BAG X542
IXOPO
3276
ATTENTION: HR OFFICE