



KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

Dr Pixley Ka Isaka Seme Memorial Hospital  
Private Bag X 11, KwaMashu, 4360  
Tel: 031 530 1465  
Email: catherine.mhlongo@kznhealth.gov.za

Office of the Deputy Director:

Human Resources Management Services

Reference : HRM 7/1/2  
Enquiries : Ms. SC Nduli  
Telephone : (031) 530 1416

TO: DISTRICT MANAGERS  
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS  
HEADS OF INSTITUTIONS  
HEAD OFFICE MANAGERS

#### VACANCIES IN THE DEPARTMENT OF HEALTH

#### CIRCULAR MINUTE No. DPKISMH 01/2024

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that 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 (**Form Z.83 New version**), which is obtainable at any Government Department **OR** from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za).
  - (b) **Comprehensive** CV (with detailed experience, full details of qualifications and professional registration status, where applicable.)
  - (c) Applicants are not required to submit copies of qualification and other relevant supporting documents. **Only shortlisted** candidates will be required to submit certified copies of all educational qualifications and other relevant supporting documents.
2. The Reference Number must be indicated in the column provided on the form Z.83.
3. **Persons with disabilities should feel free to apply for the post.**  
**NB:** (a) Failure to comply with the above instructions will disqualify applicants. E-mailed applications will *in the Interim be accepted*.
  - (b) 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, and citizenship, verification of Educational Qualifications by SAQA, verification

Previous experience from Employers and verification from the

Company Intellectual Property Commission (CIPC).

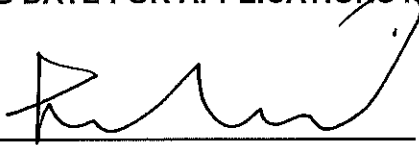
4. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

5. Applicants in possession of a 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.

**(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.)**

***Please note that due to financial constraints this institution will not reimburse candidates for S & T claims for attending interviews.***

**CLOSING DATE FOR APPLICATIONS IS 09 February 2024**



**CHIEF EXECUTIVE OFFICER  
DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL  
KWAZULU-NATAL  
DATE: 08 JANUARY 2024**

## DEPARTMENT OF HEALTH: KWAZULU-NATAL

(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.)

**NOTE:** Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 form **will not be considered**. All required information on the Z83 form must be provided. **Detailed Curriculum Vitae** must accompany the application from Z83. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. **NB: Failure to comply with the above instructions will disqualify applicants.** Persons with disabilities should feel free to apply for the post. **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 and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**

Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply

**POST** : PROFESSIONAL NURSE – GENERAL STREAM

**NO. OF POSTS** : 03

**COMPONENT** : SURGICAL SERVICES (036721)

**REFERENCE NO.** : DPKISMH 01/2024

**SALARY NOTCH** : Grade 1: R293 670.00 - R337 860.00 PER ANNUM  
: Grade 2: R358 626.00 – R409 275.00 PER ANNUM  
: Grade 3: R431 265.00 – R543 969.00.00 PER ANNUM

**BENEFITS** : 13th Cheque **PLUS** Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

### **MINIMUM REQUIREMENTS FOR THE POST:**

- Senior Certificate/Grade 12 or equivalent.
- Degree /Diploma in General Nursing plus Midwifery.
- Registration with SANC as a General Nurse **(2024 receipt)**
- Certificate of Service from current and previous employer endorsed by Human Resource Department will be requested from shortlisted candidates
- All successful candidates will have to spend minimum 1 year in service

### **EXPERIENCE REQUIRED FOR THE POST**

**GRADE 1:** No Experience required.

**GRADE 2:** A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a professional with SANC in General Nursing.

**GRADE 3:** A minimum of twenty (20) years appropriate/recognizable experience in nursing after registration as a professional with SANC in General Nursing.

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED**

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework
- Sound knowledge of the Scope of Practice in the area of performance
- Code of conduct, Patients' Rights Charter, Batho Pele Principles
- Good communication skills
- Report writing skills
- Coordination skills, problem solving skills
- Planning and organizing

**KEY PERFORMANCE AREAS:**

- Execute duties and functions with proficiency within prescripts of the applicable legislation.
- Provide safe therapeutic environment.
- Monitor patient activities
- Perform standard procedures in terms of policies and procedures
- Adopt multidisciplinary approach to promote holistic patient/client care
- Maintain clinical competence by ensuring that scientific principles of nursing care are implemented.
- Maintain accurate and complete patient records.
- Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patients' rights.
- To ensure efficient and effective utilization of resources.
- Render quality nursing care to patients.
- To take overall management of the unit in the absence of the Operational Manager. .
- Evaluate staff performance by adhering to the set standards of the (EPMDS)

**Enquiries: Mr MM Zwane: Assistant Nursing Manager – Surgical Services**  
**Contact no: 031 530**

**POST** : PROFESSIONAL NURSE – GENERAL STREAM

**COMPONENT** : TRIAGE AREA (036724)

**NO. OF POSTS** : 01

**REFERENCE NO.** : DPKISMH 02/2024

**SALARY NOTCH** : Grade 1: R293 670.00 - R337 860.0 PER ANNUM  
: Grade 2: R358 626.00 – R409 275.00 PER ANNUM  
: Grade 3: R431 265.00 – R543 969.00.00 PER ANNUM

**BENEFITS** : 13th Cheque **PLUS** Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

**MINIMUM REQUIREMENTS FOR THE POST:**

- Senior Certificate/Grade 12 or equivalent
- Degree /Diploma in General Nursing plus Midwifery and Psychiatry.
- Registration with SANC as a General Nurse **(2024 receipt)**

- Certificate of Service from current and previous employer endorsed by Human Resource Department will be requested from shortlisted candidates.
- All successful candidates will have to spend minimum 1 year in service.

### **EXPERIENCE REQUIRED FOR THE POST**

**GRADE 1:** No Experience required.

**GRADE 2:** A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a professional with SANC in General Nursing.

**GRADE 3:** A minimum of twenty (20) years appropriate/recognizable experience in nursing after registration as a professional with SANC in General Nursing.

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

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework
- Sound knowledge of the Scope of Practice in the area of performance
- Code of conduct, Patients' Rights Charter, Batho Pele Principles
- Good communication skills
- Report writing skills
- Coordination skills, problem solving skills
- Planning and organizing

### **KEY PERFORMANCE AREAS:**

- Execute duties and functions with proficiency within prescripts of the applicable legislation.
- Provide safe therapeutic environment.
- Monitor patient activities
- Perform standard procedures in terms of policies and procedures
- Adopt multidisciplinary approach to promote holistic patient/client care
- Maintain clinical competence by ensuring that scientific principles of nursing care are implemented.
- Maintain accurate and complete patient records.
- Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patients' rights.
- To ensure efficient and effective utilization of resources.
- Render quality nursing care to patients.
- To take overall management of the unit in the absence of the Operational Manager. .
- Evaluate staff performance by adhering to the set standards of the (EPMDS)

**Enquiries: Mrs HT Shezi: Assistant Nursing Manager – Mental Health Services**  
**Contact no: 031 530 1449**

***(NB) AFRICAN MALES ARE ENCOURAGED TO APPLY FOR THESE POSTS***

***DUE TO THE CLOSURE OF THE POST OFFICE IN KWAMASHU, NO POSTED APPLICATIONS ARE CURRENTLY ALLOWED.***

***ALL APPLICATIONS SHOULD BE EMAILED TO:***

***Pixley.Recruitment@kznhealth.gov.za***

***Or***

***Hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu***

**Or**

***Couriered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu***