



KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

Dr Pixley Ka Isaka Seme Memorial Hospital  
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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 43/2023

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).

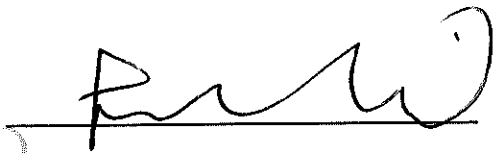
4. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

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 02 February 2024**



**CHIEF EXECUTIVE OFFICER**

**DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL**

**KWAZULU-NATAL**

**DATE: 22 December 2023**

## 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** : **OPERATIONAL MANAGER SPECIALITY DAY WARD, THEATRE & CSSD**

**NO. OF POSTS** : 01

**REFERENCE NO.** : DPKISMH 67/2023

**SALARY NOTCH** : R627 474.00 PER ANNUM

**BENEFITS** : 13<sup>th</sup> 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 & Midwifery
- Degree/Diploma – Post Basic qualification – Operating Theatre Nursing Science.
- Post Basic registration certificate accredited by SANC in the relevant Speciality: Operating Theatre Nursing Science.
- Registration Certificate with SANC as a General Nursing and Midwifery
- Current registration with SANC as a professional Nurse and Midwife.
- Minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing.
- At least 5 years of the period referred to above must be appropriate/recognizable experience in Operating Theatre Nursing Unit after obtaining the 1-year post basic qualification in Operating Theatre nursing science.
- Proof of current and previous working experience endorsed by Human Resource Department will be required for shortlisted candidates.

## **RECOMMENDATION**

- Computer Literacy
- Diploma in Nursing Administration

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

- Knowledge of nursing care processes and procedures
- Knowledge of nursing statutes, and other relevant legal frameworks
- Operational management, co-ordination, networking liaison skills
- Good verbal and written communication and report writing skills
- Decision making and problem solving skills
- Conflict management and negotiation skills
- People management and financial management skills
- Project Management skills
- Basic Computer skills

## **KEY PERFORMANCE AREAS:**

- Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner.
- Assist in planning, organizing and monitoring of objectives of the specialised unit.
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- Able to plan and organize own work and that of support personnel to ensure proper nursing care.
- Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
- Work as part of the multidisciplinary team to ensure good nursing care.
- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.
- Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction.
- Participate in the analysis and formulation of nursing policies and procedures.
- Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff.
- Provide direct and indirect supervision of all staff within the unit and give guidance.
- Order appropriate level of consumables and monitor utilization.
- Ensure that equipment in the unit is adequate and is checked and functional..
- Provide for a safe, therapeutic and hygienic environment.
- Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences.
- Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures.
- Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.
- Co-ordination of Ideal Hospital Framework requirement and projects within the department.

<b><u>POST</u></b>	<b>: PROFESSIONAL NURSE SPECIALITY</b>
<b><u>COMPONENT</u></b>	<b>: THEATRE (036709)</b>
<b><u>NO. OF POSTS</u></b>	<b>: 02</b>
<b><u>REFERENCE NO.</u></b>	<b>: DPKISMH 69 /2023</b>
<b><u>SALARY NOTCH</u></b>	<b>: GRADE 1: R431 265.00 – R497 193.00 PER ANNUM</b> <b>: GRADE 2: R528 696.00 – R645 720.00 PER ANNUM</b>
<b><u>BENEFITS</u></b>	<b>: 13th Cheque <u>PLUS</u> Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)</b>
<b><u>GRADE 1</u></b>	<b>: A minimum of four (04) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.</b>
<b><u>GRADE 2</u></b>	<b>: A minimum of fourteen (14) years appropriate /recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate /recognizable experience after obtaining the One year Post Basic qualification in the relevant speciality.</b>

#### **MINIMUM REQUIREMENTS**

- Grade 12 Senior Certificate or equivalent.
- Degree /Diploma in General Nursing and Midwifery.
- One year Post Basic Qualification in Operating Theatre Nursing Science.
- Current Registration with SANC as a Professional Nurse (2023 receipt)
- A minimum of four (04) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing.
- Proof of current/previous work experience endorsed and stamped by HR will be required for shortlisted candidates.
- Successful candidate will have to spend minimum one year in service.

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

- Knowledge of Nursing Care, Processes and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service.
- Financial and Budgetary knowledge pertaining to relevant resources under management.
- Insight into procedures and policies pertaining to nursing care.
- Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, liaisons and Interpersonal Skills within the limits of the Public Sector and Institutional policy framework.
- Interpersonal skills including Public relations, negotiating, conflict handling and counselling skills.
- Computer skills in basic programs.
- Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates.
- Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital.
- Ensure that high quality of nursing care is rendered to all clients accessing Operating Theatre unit at Dr Pixley Kalsaka Seme Memorial Hospital.
- Manage utilization and supervision of resources.
- Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement Operating Theatre nursing.
- Instill discipline, professionalism and work ethics amongst employees.
- Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal Hospital realization and maintenance (IHRM) Norms and Standards (N&S)
- Maintain a constructive working with multi-disciplinary team members.
- Provide effective support to nursing services e.g. assist with relief duties to nursing management.

**POST** : PROFESSIONAL NURSE SPECIALITY GRADE 1, OR 2

**NO. OF POSTS** : 01

**COMPONENT** : MENTAL HEALTH (036723)

**REFERENCE NO.** : DPKISMH 70/2023

**SALARY NOTCH** : GRADE 1: R431 265.00 – R497 193.00 PER ANNUM  
: GRADE 2: R528 696.00 – R645 720.00 PER ANNUM

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

**GRADE 1** : A minimum of four (04) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

**GRADE 2** : A minimum of fourteen (14) years appropriate /recognizable experience after registration as a Professional Nurse with SANC in General Nursing.  
At least ten (10) years of the period referred to above must be appropriate /recognizable experience after obtaining the One year Post Basic qualification in Psychiatric Nursing.

#### **MINIMUM REQUIREMENTS**

- Matric/Senior certificate or equivalent
- Degree /Diploma in General Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse
- Proof of current registration (**2023 receipt**)
- A minimum of **four (4) years** appropriate recognizable experience in Nursing after registration as a professional nurse.
- A relevant one (01) year Post basic Qualification in **Psychiatric Nursing Science** accredited with SANC.
- Proof of current / previous work experience endorsed and stamped by HR will be required for shortlisted candidates.
- Successful candidate will have to spend minimum one year in service.

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

- Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices.
- Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required.
- Good human relations displaying a concern for patients, promoting and advocating proper treatment and cadre including a willingness and awareness to respond to patient's needs, requirements and expectations (Bathopele Principles)
- Demonstrate a basic understanding of HR and Financial policies and practices.
- Demonstrate a basic computer literacy as support tool to enhance and practices.
- Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit

## **KEY PERFORMANCE AREAS**

- Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework.
- Ensure effective utilization of resources.
- Participate in training and research.
- Provision of Support to nursing research.
- Maintain professional growth/ethical standards and self-development.
- Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirement and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.
- Assist in supervision and development of all nursing staff.
- Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc.
- Provide a safe, therapeutic and hygienic environment for patients, visitors and staff.

**Enquiries: Mrs HT Shezi: Assistant Nursing Manager – Mental Health Services**

**Contact no: 031 530 1449**

***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***