TO ALL HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE : DUN : 04/2020

The contents of this Circular Minute must be brought to the attention of all eligible employees on your establishment without delay. Institutions must notify all employees who qualify even if they are not in their normal places of work.

DIRECTIONS TO CANDIDATES

The following documents must be submitted and if not submitted the applicant will be disqualified forthwith:-

Application for Employment Form (Z83), which is obtainable at any Government department OR from the website- www.kznhealth.gov.za

Certified copies of Highest Educational Qualifications- not copies of certified copies.
Detailed Curriculum Vitae
Certified copy of Identity Document – not copy of a certified copy

The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (DUN-OPD 01/2020)
Failure to comply with the above instructions will disqualify the applicants.

Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome.

(This institution is an equal opportunity, affirmative action employer, whose aim is to promote representativity at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).

NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&B payment for attending interviews.

ALL APPLICATION SHOULD BE FORWARDED TO THE FOLLOWING ADDRESS
The Human Resource Manager
Private Bag x 2011
Dundee
3000

CLOSING DATE FOR APPLICATIONS IS: 17 JULY 2020

Original Signed by CEO 05/06/2020
Mrs. TT Vilakazi DATE
CEO

Fighting Disease, Fighting Poverty, Giving Hope
NB: EMPLOYMENT EQUITY TARGET IS AN AFRICAN MALE

POST: Clinical Nurse Practitioner (PHC STREAM)
CENTRE: Elandskraal Clinic
SALARY: Grade 1 R383 226.00 per annum
         Grade 2 R471 333.00 per annum
NUMBER OF POSTS: 01
REFERENCE NO: CNPELAN 01/2020
OTHER BENEFITS: 12% Inhospitable Allowance, 13th cheque, medical Aid
  (Optional) and housing allowance
  (Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS
- Standard 10 certificate / Grade 12 (Senior Certificate)
- Degree/ National Diploma in nursing that allow registration with SANC as a Professional Nurse and a Midwife.
- A post basic nursing qualification with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care.
- Proof of registration with SANC (2020).
- Proof of previous and current work experience /Certificate of Service endorsed and stamped by Human Resource Department

EXPERIENCE
- GRADE 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing plus a one (1) year post basic qualification accredited by SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care.

- GRADE 2: A minimum of 14 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing of which at least 10 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care.

RECOMMENDATION
- Valid Driver’s license EB (Code 8) or C1 (Code 10).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED
- Leadership, organizational, decision-making, supervisory and problem solving abilities within the limit of public sector and institutional policy framework.
- Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework.
- Ability to formulate patient care related policies, vision, mission and objectives of the clinic.
- Communication and Interpersonal skills including public relations, negotiating, coaching, conflict handling and counselling skills.
- Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.
- Knowledge of TB/ HIV/AIDS, MCWH and other Communicable and Non- Communicable Disease programmes.
- Financial and budgetary knowledge and skills pertaining to the relevant resource under management

KEY PERFORMANCE AREAS
- Provision of an integrated quality and comprehensive Primary Health Care services by promoting health, prevention of diseases, curative and rehabilitative services to the clients and community.
- Maintain intersectoral collaboration with other government structures
- Provide PICT and adherence counselling to all clients.
• Provides primary prevention strategies and management of communicable disease and non-communicable diseases.
• Assist and identify training needs of the staff to increase level of expertise and assist patients and families to develop sense of self care.
• Provision of good quality care according to ideal Clinic Realization and Maintenance (ICRM) and National Core Standard (NCS)
• Manage and monitor proper utilization of human, financial, physical and material resources
• Ensure availability of medication, essential equipment and supplies and proper utilization thereof
• Monitor and evaluate HR Performance EPMDS for all relevant staff
• Ensure data management is implemented and monitored.

CLOSING DATE FOR APPLICATIONS: 17 JULY 2020

ENQUIRIES: Mrs. ID Khumalo

CONTACT DETAILS: 034 212 1111 Ext 259
NB: EMPLOYMENT EQUITY TARGET IS AN AFRICAN MALE

POST : Operational Manager Nursing (Occupational Health Nurse Practitioner)
CENTRE : Dundee hospital (Wellness Centre)
NO OF POSTS : 01
REF NO : OMN-OCC 01/2020
SALARY LEVEL : Grade 1
SALARY NOTCH : R444 276.00 per annum plus 13th cheque
Medical aid: Optional, 12% Rural allowance
Homeowner’s allowance (Optional): Employee must meet prescribed requirements

MINIMUM REQUIREMENTS

- Standard 10 certificate / Grade 12 (Senior Certificate)
- Diploma in General Nursing: Diploma in midwifery/ Achoucheur
- A post basic qualification in Occupational Health Nursing (Certificate or Diploma).
- Minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing.
- Current Registration with SANC (2020)
- Valid Driver’s licence
- Proof of previous and current work experience /Certificate of Service endorsed and stamped by Human Resource Department

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED:

- Knowledge of Nursing care processes and procedures
- Primary Health Care and Occupational Health care, knowledge of nursing care processes and procedure, nursing statutes and other relevant legal framework such as Nursing Act, health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principle, Public Service Regulation, Labour Relations Act Disciplinary Code and Procedure, Grievance Procedure etc.
- Good and sound knowledge of Compensation for Health and Safety Act no 85 of 1993
- Good communication, team building and interpersonal skills
- Coordination and liaison, Problem solving and report writing
- Computer literacy.
- Understanding of health programmes viz HIV, TB, Communicable and Non Communicable diseases.

KEY PERFORMANCE AREAS

- Provide support and assistance to ensure optimal health status for all employees in the institution and clinic.
- Roll out Occupational Health programmes for the Hospital and clinics
- Conduct medical surveillance program to employees
- Execute all duties, functions and responsibilities in compliance with the OHS Act 85 of 1993 COID Act 130 of 1993 and other relevant legislation.
- Administering and Practical implementation of all relevant Human Resource Management Policies including the most recently promulgated relating to COVID-19 PANDEMIC
- Manage Occupational Health statistics and reports.
- Develop Occupational Health and Safety Training Program for employees (involving stakeholders with relevant experience)
• Manage HIV/AIDS in the workplace (HAST)
• Management of employees Health and Wellness programs in the facility
• Initiate and manage Compensation claims for affected staff.
• Conduct risk assessment in all workplaces.
• Record keeping
• Attend monthly Sub-District meetings.

CLOSING DATE FOR APPLICATIONS: 17 JULY 2020

FOR ATTENTION : Human Resource Manager
ENQUIRIES : Mrs. NT Mkhize, Contact details: 061 825 7107 Ext 268
NB: EMPLOYMENT EQUITY TARGET IS AN AFRICAN MALE

POST: CLINICAL NURSE PRACTITIONER
EQUITY TARGET: AFRICAN MALE
NUMBER OF POSTS: 02
CENTRE: DUNDEE HOSPITAL –WASBANK CLINIC
REFERENCE: CNPWAS 01/2020
SALARY:
- Grade 1: R383 226.00 per annum
- Grade 2: R471 333.00 per annum

OTHER BENEFITS: 12% Inhospital Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

MINIMUM REQUIREMENTS
- Standard 10 certificate / Grade 12 (Senior Certificate)
- Degree/ National Diploma in nursing that allow registration with SANC as a Professional Nurse and a Midwife.
- A post basic nursing qualification with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care.
- Proof of registration with SANC (2020).
- Proof of previous and current work experience /Certificate of Service endorsed and stamped by Human Resource Department
- Valid Driver’s license EB (Code 8) or C1 (Code 10)

EXPERIENCE
- GRADE 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing plus a one (1) year post basic qualification accredited by SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care.

- GRADE 2: A minimum of 14 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing of which at least 10 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED
- Leadership, organizational, decision-making, supervisory and problem solving abilities within the limit of public sector and institutional policy framework.
- Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework.
- Ability to formulate patient care related policies, vision, mission and objectives of the clinic.
- Communication and Interpersonal skills including public relations, negotiating, coaching, conflict handling and counseling skills.
- Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.
- Knowledge of TB/ HIV/AIDS, MCWH and other Communicable and Non- Communicable Disease programmes

KEY PERFORMANCE AREAS
- Provision of an integrated quality and comprehensive Primary Health Care service by promoting health, prevention diseases, curative and rehabilitative service to the clients and community.
- Provide PICT and adherence counselling to all clients
- Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with the Barho Pele principles.
- Provide primary prevention strategies and management of TB/HIV/AIDS, MCWH and other communicable non-communicable diseases.
• Conduct nursing interventions at household and community levels
• Support Operation Sukuma Sakhe Activities
• Ensure the availability of medication, essential equipment and supplies and proper utilization thereof
• Participate in the monitoring HR performance through EPMDS
• Ensure data management is implement is implemented and monitored
• Maintain inter-sectoral collaboration with other government structures.

CLOSING DATE FOR APPLICATIONS: 17 JULY 2020
ENQUIRIES: Mrs. ID Khumalo
CONTACT DETAILS: 034 212 1111 Ext 259
NB: EMPLOYMENT EQUITY TARGET IS AN AFRICAN MALE

POST : OPERATIONAL MANAGER
EQUITY TARGET : AFRICAN MALE
NUMBER OF POSTS : 01
CENTRE : DUNDEE HOSPITAL –SIPHIMPILO CLINIC
REFERENCE : OMN-SIPH 01/2020
SALARY : R562 800.00-R633 800.00 per annum
OTHER BENEFIT : 12% Inhospital Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

MINIMUM REQUIREMENTS
- Standard 10 certificate / Grade 12 (Senior Certificate)
- Degree/ National Diploma in nursing that allow registration with SANC as a Professional Nurse and a Midwife.
- A post basic nursing qualification with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care.
- A minimum of 9 years appropriate / recognizable nursing experience after registration as a professional nurse with SANC in general of which at least 5 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care.
- Proof of registration with SANC (2019).
- Proof of previous and current work experience /Certificate of Service endorsed and stamped by Human Resource Department
- Valid Driver’s license EB (Code 8) or C1 (Code 10)

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED
- Leadership, organizational, decision-making, supervisory and problem solving abilities within the limit of public sector and institutional policy framework.
- Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework.
- Ability to formulate patient care related policies, vision, mission and objectives of the clinic.
- Communication and Interpersonal skills including public relations, negotiating, coaching, conflict handling and counselling skills.
- Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.
- Knowledge of TB/ HIV/AIDS, MCWH and other Communicable and Non- Communicable Disease programmes.
- Financial and budgetary knowledge and skills pertaining to the relevant resource under management

KEY PERFORMANCE AREAS
- Responsible for overall supervision in the provision of an integrated quality and comprehensive Primary Health Care service delivery to be the community.
- Ensure improve outcome by promoting health, prevention of diseases, curative and rehabilitative services to the client and community
- Ensure PICT and adherence counselling is being provided to all client in the facility
- Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with the Batho Pele principles.
- Ensure the provision of primary prevention strategies and management of TB/HIV/AIDS, MCWH and other communicable and non-communicable diseases.
- Ensure the availability of medication, essential equipment and supplies and proper utilization thereof.
- Participate in the monitoring HR performance through EPMDS
- Support the realization and maintenance of Ideal Clinic programme (ICRM) and National Core Standards (NCS) in the facilities and ensure that facilities targets are met.
- Ensure data management is implemented and monitored.
- Support Operation Sukuma Sakhe Activities
- Maintain inter-sectoral collaboration with other government structures.

CLOSING DATE FOR APPLICATIONS: 17 JULY 2020
ENQUIRIES: Mrs. ID Khumalo
CONTACT DETAILS: 034 212 1111 Ext 259
POST: OPERATIONAL MANAGER
EQUITY TARGET: AFRICAN MALE
NUMBER OF POSTS: 01
CENTRE: DUNDEE HOSPITAL – RORKERDRIFR CLINIC
REFERENCE: OMN-RORK 02/2020
SALARY: R562 800.00-R633 800.00 per annum

OTHER BENEFIT: 12% Inhospital Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

MINIMUM REQUIREMENTS
- Standard 10 certificate / Grade 12 (Senior Certificate)
- Degree/ National Diploma in nursing that allow registration with SANC as a Professional Nurse and a Midwife.
- A post basic nursing qualification with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care.
- A minimum of 9 years appropriate / recognizable nursing experience after registration as a professional nurse with SANC in general of which at least 5 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care.
- Proof of registration with SANC (2019).
- Proof of previous and current work experience /Certificate of Service endorsed and stamped by Human Resource Department
- Valid Driver’s license EB (Code 8) or C1 (Code 10)

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED
- Leadership, organizational, decision-making, supervisory and problem solving abilities within the limit of public sector and institutional policy framework.
- Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework.
- Ability to formulate patient care related policies, vision, mission and objectives of the clinic.
- Communication and Interpersonal skills including public relations, negotiating, coaching, conflict handling and counselling skills.
- Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.
- Knowledge of TB/ HIV/AIDS, MCWH and other Communicable and Non- Communicable Disease programmes.
- Financial and budgetary knowledge and skills pertaining to the relevant resource under management

KEY PERFORMANCE AREAS
- Responsible for overall supervision in the provision of an integrated quality and comprehensive Primary Health Care service delivery to be the community.
- Ensure improve outcome by promoting health, prevention of diseases, curative and rehabilitative services to the client and community
- Ensure PICT and adherence counselling is being provided to all client in the facility
- Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with the Batho Pele principles.
- Ensure the provision of primary prevention strategies and management of TB/HIV/AIDS, MCWH and other communicable and non-communicable diseases.
- Ensure the availability of medication, essential equipment and supplies and proper utilization thereof.
- Participate in the monitoring HR performance through EPMDS
- Support the realization and maintenance of Ideal Clinic programme (ICRM) and National Core Standards (NCS) in the facilities and ensure that facilities targets are met.
• Ensure data management is implemented and monitored.
• Support Operation Sukuma Sakhe Activities
• Maintain inter-sectoral collaboration with other government structures.

CLOSING DATE FOR APPLICATIONS: 17 JULY 2020
ENQUIRIES: Mrs. ID Khumalo
CONTACT DETAILS: 034 212 1111 Ext 259
NB: EMPLOYMENT EQUITY TARGET IS AN AFRICAN MALE

POST: OPERATIONAL MANAGER NURSING (SPECIALITY)
REFERENCE: OMNCDC- 01/2020
N0 OF POST: 01
CENTRE: DUNDEE HOSPITAL (CDC)
SALARY: R562 800.00 per annum
OTHER BENEFITS: 13th cheque
Medical aid: Optional, 12% Rural allowance
Homeowner’s allowance (Optional): Employee must meet prescribed requirements

MINIMUM REQUIREMENTS
- Senior Certificate/Grade 12
- Degree /Diploma in General Nursing and Midwifery plus 1 year Post Basic qualification in Clinical Nursing, Health Assessment, Treatment and care (PHC)
- A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing
- At least 5 years of the period referred to above must be appropriate/recognizable experience in specific speciality after obtaining the 1 year basic qualification in the relevant speciality
- Current proof of registration with SANC for 2020
- Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached.

RECOMMENDATIONS
- Proof of computer literacy
- A valid driver’s license

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED
- Knowledge of nursing care processes and procedures, nursing status, and other relevant legal frameworks.
- Knowledge of labour relations
- Knowledge and experience in implementation of Batho Pele Principles and Patients Charter and Code of Conduct
- Financial and budgetary knowledge pertaining to the relevant resources under management
- Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework
• Interpersonal skills including public relations, negotiating, conflict handling and counselling skill
• Knowledge of National Core Standards

KEY PERFORMANCE AREAS
• Monitor provision of comprehensive quality service delivery
• Assist in planning, organizing and monitoring of objectives of the unit
• Ensure implementation and monitoring of HCT, MMC and TB programs
• Monitor implementation and performance of indicators on daily, weekly and monthly basis. Analysis of data and draw quality improvement plan
• Ensure data management is done as per prescripts, daily capturing and monthly reports
• Ensure proper and optimal utilization of resources.
• Display a concern for the patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients’ needs and requirements
• Monitor and evaluate the management of all patients through clinical audits.
• Ensure that units comply with National Core standards Batho Pele principles to meet need and demands of the clients.

CLOSING DATE FOR APPLICATIONS: 17 JULY 2020
FOR ATTENTION : Human Resource Manager
ENQUIRIES : Mrs. NT Mkhize, Contact details: 061 825 7107 Ext 268