



Enquiries: G Sokhela
Date: 20 December 2021

TO: ALL HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NUMBER: EB16/2021 and EB17/2021

The content of this circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay. Institutions must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal places of work

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
 - New Application for employment Form Z83 which is obtainable at any Government Department OR from website www.kznhealth.gov.za (Z83 must be fully completed)
 - Certified copies of highest educational qualifications and certified copy of ID Documents –not copies of certified copies
 - Curriculum Vitae
2. The reference number must be indicated in the column provided in the form Z83
3. People with disabilities should feel free to apply for the post

NB: (a) Failure to comply with the above instructions will disqualify applicants.

(b) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, Citizenship), verification of Educational Qualifications by SAQA, verification of 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 Residence/ work Permit holders must submit a documentary proof together with their applications.
6. **This department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all occupational categories in the department.**

Please note that the target group in terms of Employment equity for this post is: **African Male**

CLOSING DATE FOR APPLICATIONS IS 07 January 2022

Original signed by CEO
Chief Executive Officer
EAST BOOM CHC

POST	:	Clinical Nurse Practitioner
NUMBER OF POSTS	:	02
CENTRE	:	Clinics under East Boom CHC
SALARY	:	Grade 1 R388 974.00 - R450 939per annum
	:	Grade 2 R478 404.00 - R588 390per annum
OTHER BENEFITS	:	13 th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

INSTITUTION	REFERENCE NUMBER	NO OF POSTS
Khan Road Clinic	EB16/2021	01
Northdale Clinic	EB17/2021	01

MINIMUM REQUIREMENTS FOR THE POST:

- Senior Certificate/ Matric.
- Degree/Diploma in General Nursing and Midwifery.
- 1 year post basic qualification in Primary Health Care.
- Registration with the SANC as General Nurse, Midwife and Primary Health Care.
- A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
- Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached.

➤ Grade 2

- Senior Certificate/ Matric.
- Degree/Diploma in Nursing and Midwifery.
- 1 year post basic qualification in Primary Health Care.
- A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
- At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in Primary Health Care.
- Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached

➤ RECOMMENDATIONS

- NIMART Training and Computer literacy with a proficiency in MS Office Software applications

➤ KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles.
- Good interpersonal relationship skills and good listening skills.
- Good communication and problem solving skills. Co-ordinating and planning skills.
- Team building and supervisory skill. Ability to formulate patient care related policies.
- Report writing abilities. Financial management skills. Knowledge of District health system.
- Ability to make independent decisions. Ability to work under pressure and meet tight deadlines. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly.

➤ KEY PERFORMANCE AREAS

- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing.
- Assist the unit manager with the overall management and necessary support for effective functioning in the clinic.
- Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic.

- Promote preventive and promotive health for clients and the community in the clinic.
- Ensure proper utilization of human, material and financial resources and maintain updated record of resources in the clinic.
- Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic.
- To provide nursing care that leads to improve service delivery by upholding Batho Pele principles.
- Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic.
- Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe, and therapeutically environment in the clinic using EDL guidelines.
- Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the public.
- Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care.
- Ensure proper utilization and safe keeping of basic medical surgical pharmaceutical and stock.
- Participate in the implementation of priority programmes to reduce morbidity and mortality rates, communicable and non-communicable diseases.
- Manage complications during pregnancy and puerperium.
- Initiate and lead obstetrics programmes such as PPP, PMTCT, CARMA, MBFI, ESMOE etc.
- Utilize information / statistics and legislations towards improving service delivery; effectively communicate with patients, supervisors and other clinicians
- Ensure smooth running of activities of the facility in the absence of Operational manager.
- The incumbent will be expected to perform outreach activities
- The incumbent will be expected to work overtime and extended hours of operation

Enquiries: Mrs. N C Mkhabela Telephone: 0332644900

All applications should be forwarded to:

The HR Manager
 East/Boom CHC
 Private Bag X4018
 PETERMARITZBURG
 3200

OR Hand Deliver to:
 East/Boom CHC
 541 Boom Street
 Pietermaritzburg
 3201

Attention: Human Resources Practices

CHECKED BY MANAGER OF THE POST

DATE

CHECKED BY HR MANAGER

DATE