TO: ALL HEADS OF DEPARTMENTS IN THE KZN PROVINCIAL ADMINISTRATION VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Institution must ensure 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 (Z83), which is available from any Government Department OR the website- www.kznhealth.gov.za
   b) Certified copies of ID document, highest educational qualifications, registration certificates plus proof of current registration. (Not copies of certified copy)
   c) Curriculum Vitae and Identity Document
   d) Faxed applications will not be accepted
2. Reference number must be indicated in the column provided on the Z83 form e.g. EKO05/2020

NB: Failure to comply with the above instructions will result in disqualification of the Applicants
3. Please note that due to the large number of applications we envisage to receive; only shortlisted Applicants will be contacted. If you do not hear from us within 3 months after the closing date please accept that your application was unsuccessful.

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 and persons with disabilities should feel free to apply.

NB: Any appointment is subject to positive outcome from the following:
   i. Security Clearance
   ii. Credit Records
   iii. Qualifications
   iv. Citizenship and previous experience

All applications should be forwarded to: The Human Resource Manager
Ekcombe District Hospital
Private Bag X 203
KRANSKOP
3288.

CLOSING DATE FOR ALL APPLICATIONS: 2020/08/07

DR BP ZUNGU
CEO/MEDICAL MANAGER

GROWING KWAZULU-NATAL TOGETHER
POST: Professional Nurse Specialty Grade 1, 2
NUMBER OF POSTS: 01
INSTITUTION: Ekombe Hospital
COMPONENTS: Theatre & CSSD
REF NO: EKO 12/2020
SALARY:
Grade 1: R 383 226.00 – R 444 276.00 per annum
Grade 2: R471 333.00 – R 579 696.00 per annum
OTHER BENEFITS:
13th cheque, 8% rural allowance, medical aid (optional) and
Housing allowance (employee to meet requirements)

MINIMUM REQUIREMENTS
➢ Senior certificate/Grade 12
➢ Degree/diploma in General Nursing and Midwifery
➢ 1 year post basic qualification in Operating Theatre
➢ Current proof of registration with SANC
➢ Proof of experience endorsed by Human Resource office/ certificate of service
➢ Grade 1: A minimum of 4 years appropriate/recognizable experience as a General Nurse
➢ Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Operating Theatre

KNOWLEDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED
➢ Demonstrate understanding of nursing legislation and ethical nursing practices.
➢ Demonstrate basic understanding of HR and financial policies and practices.
➢ Good communication and interpersonal skills.
➢ Team building and supervisory skills,

KEY PERFORMANCE AREAS:
➢ Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework:
  Assist in planning/organizing and monitoring of the objectives of theatre & CSSD.
  Provide a therapeutic environment for staff.
  Provide comprehensive, quality nursing care pre, post operative procedures.
  Delegate duties and support staff in the execution of patient care delivery.
  Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance.
➢ Effective utilization of resources:
  Assist with the allocation/change list, day and night duty rosters and inputs for leave.
  Do readjustments as required on the shift to provide adequate nursing cover.
  Assist in record keeping and providing statistical information on training and staffing as requested including agency staff.
  Assist in evaluation of staff on work performance – according to staff management system.
  Check all equipment to ensure working order and refer for repairs.
  Exercise the control functions to meet medical/legal obligations, i.e. weekly schedule drugs control, control of medication used.
➢ Participation in training and research:
  Assist in orientation, induction and mentoring of all nursing staff and orientation of the other staff.
  Complete patient related data and partake in research.
➢ Provision of Support to Nursing Services:
  Assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift.
➢ Maintain professional growth/ethical standards and self-development:
  Maintain the Code of Conduct:

Enquires: Ms PL Ntuli
Telephone: 035 834 8000
Closing Date: 2020/08/07

NB: DUE TO FINANCIAL CONSTRAINTS NO S&T WILL BE PAID TO APPLICANTS