ALL HEADS OF INSTITUTIONS
The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work.

DIRECTION TO CANDIDATES
1. The following documents must be submitted AND must be original certified copies:
   - Application for employment form (Z83) which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za)
   - Original certified copy of identity document
   - Original certified copy of Grade 12 Certificate or equivalent
   - Original certified copy of Degree/ National Diploma
   - Updated curriculum vitae
   - Certified copies of reference letter stating relevant experience
   - Faxed or e-mail copies of documents will not be accepted

2. The reference number must be indicated in the column provided on the Z83, e.g. Reference EMS/04/2019

   N.B Failure to comply with the above instruction will disqualify applicants

3. Please note due to large numbers of applications received, if you do not receive any correspondence after a month of closing date; please regard your application as unsuccessful

4. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

Applications to be forwarded to: The Hospital Manager
Emmaus Hospital
Private Bag x 16
WINTERTON
3340

CLOSING DATE: 18/10/2019
RE-ADVERTISE: THOSE WHO APPLY BEFORE MAY RE-APPLY.

JOB TITLE : PROFESSIONAL NURSE SPECIALITY: OCCUPATIONAL  
NO. OF POSTS : 01  
INSTITUTION : EMMAUS HOSPITAL  
REFERENCE NUMBER : EMS/13/2019  
SALARY NOTCH : GR1 – R 383 226.00 P.A  
OTHER BENEFITS : 13TH CHEQUE, Medical Aid (optional) Plus 08% Rural allowance

MINIMUM REQUIREMENTS:

- Senior certificate (grade 12) or equivalent.
- Degree/ Diploma in General Nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse.
- A Post Basic Nursing qualification, with duration of at least 1 year, accredited with the SANC in Occupational Health other a B Tech Degree or Diploma accredited with SANC.
- A minimum of 4 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing
- Proof of current registration with SANC (2019) receipt.
- Proof of previous and current work experience (certificates of service) endorsed and stamped by HR Office must be attached
- Certificate of Service must also attached

RECOMMENDATION:

- Unendorsed, valid driver’s license (Code B or C1)
- Computer literacy: Ms Office applications certificates must be attached.

KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of Nursing care processes and procedures, nursing statutes and other relevant Legal Framework
- Sound knowledge of Occupational Health and Safety Act, Compensation of Injuries and Diseases Act (COIDA) and the latest Employee Framework for the Service
- Knowledge of Basic Human resource and financial management
- Ability to formulate Occupational Health related policies and procedures
- Ability to demonstrate good insight of policies and procedure pertaining to occupational and employee health wellness

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
• Problem-solving skills
• Ability to communicate both verbal and in writing
• Computer Literacy on Basic Microsoft Software package.
• Knowledge of Batho Pele Principles and norms and standards.
• Knowledge of Pharmaceutical Management.
• Knowledge of provincial and national Act Policies.
• Knowledge of infection control, risk and waste management.
• Excellent communication, leadership, supervisory, report writing skills.

KEY PERFORMANCE AREAS

• Co-ordinate HIV, AIDS and TB Management Sub-programme in context of prevention, treatment care and support, management of human and legal right to justice and monitoring, research and surveillance.

• Operationalize Health and Productivity Management Sub-programme in the context of health and productivity, Disease Management, chronic illness, mental health, temporal incapacity leave, ill-health promotion.

• Work as part of the multidisciplinary team to ensure quality of care, including working cooperatively with employees of diverse social, religious and cultural backgrounds.

• Development of presentation for orientation and induction programme.

• Champion, promote and advocate proper treatment and care, including employees health and wellness campaigns so as to respond to the needs of employees.

• Conduct disease profiles amongst employees and develop quality improvement plan, policies and procedures and ensure their timeous implementation.

• Co-ordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and procedures and ensure their timeous implementation.

• Conduct occupational health audits in line with the occupational health and safety Act 85 of 1993 and relevant legislation and protocol.

• Co-ordinate establishment of a multi-disciplinary HIV, AIDS, TB, Health and productivity.

• Make contribution to Management Sub-Committee as a platform for reflecting on the employee health and wellness issues.
• Compile and capture IOD cases on relevant forms, including compiling of IOD statistics to ensure reporting to Compensation Commissioners office and the Department of Labour.

• Maintain accurate staff records, identify and investigate occupational health diseases and compile statistics and submit report to the hospital management and District Office.

• Develop occupational health business plan in line with institution plans and manage, plan, monitor. Evaluate and review the utilization of resource as an Occupational Health Practitioner.

• Provide risk assessment to employees

• Provide optimal, holistic nursing care with set of standards and professional/ legal framework.

• Compile statistics and submit reports.

Enquiries: Mr. NF Khuzwayo Telephone: 036 488 1570 ext:8206

PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS NO SUBSISTANCE AND TRAVELLING CLAIMS WILL BE PAID.

CLOSING DATE: 2019.10.18

ORIGINAL SIGNED BY CHIEF EXECUTIVE OFFICER