



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

ESTCOURT HOSPITAL, 01 Old Main Road, Estcourt 3310
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www.kznhealth.gov.za

Human Resource Management

Enquiries:

Ms. P.N. Sibiya

Date:

30 January 2024

TO: ALL HEADS OF INSTITUTIONS

VACANCIES AT ESTCOURT DISTRICT HOSPITAL

CIRCULAR MINUTE NUMBER: EST/01/2024

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. Applications should be submitted on the new Z83 form obtainable from any Public Service Department Or at www.kznhealth.gov.za website and should be accompanied by a CV (previous experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are **not** required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility who has foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Institution will not be liable where applicants use incorrect/no reference number(s) on their applications, use
REF: EST 01/2024
2. **This Department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply.** All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X 7058, Estcourt, 3310 for the attention of Human Resource Section Or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt.
3. Please note that due to financial constraints **no S&T** claims will be considered for payment to candidates that are invited for interviews

CLOSING DATE FOR APPLICATIONS IS 09 February 2024


MR. M.P BEKENYA
Chief executive Officer
Estcourt District Hospital

30-01-2024
Date:



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POSTS : Professional Nurse: Speciality-Advance Midwifery X1
CENTRE : Estcourt District Hospital
NOTCH : Grade 1 R431 265.00 – R497 193.00 Grade 2 R528 696.00 – R 645 720.00 per Annum
REFERENCE : EST/01/2024
BENEFITS : 13th Cheque, Medical Aid (Optional) Home Owner Allowance (Employee must meet the prescribed requirement) 8% rural allowance.

MINIMUM REQUERMENT OF THE POST

GRADE 1

- ❖ National Senior Certificate.
- ❖ Degree/ Diploma in General Nursing, plus 1 year post basic qualification in advanced midwife.
- ❖ Registration with SANC as General Nurse and advance midwifery.
- ❖ 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 experience in speciality after obtaining one year post basic qualification in the relevant speciality.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- ❖ Demonstrate understanding of nursing legislation and ethical nursing practices.
- ❖ Demonstrate a basic understanding of HR and financial policies and practices.
- ❖ Good communications skills.
- ❖ Good interpersonal skills.
- ❖ Team building and supervisory skills.
- ❖ Demonstrate knowledge of health related Acts and legal prescripts.
- ❖ Knowledge of covid19 protocols.

KEY PERFORMANCE AREAS /KRA'S

- ❖ Provide comprehensive quality nursing care to patients/ clients in a speciality unit in a cost-effective and efficient manner.
- ❖ Assist in planning organizing and monitoring of objectives of the specialized unit.
- ❖ Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- ❖ Conduct ESMOE and HBB drills.
- ❖ Demonstrate compliance with Nursing Act and SANC regulations.
- ❖ 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/ legislation.
- ❖ Participate in the analysis and formulation of nursing policies and procedures.
- ❖ Assist in EPMDS evaluation of staff within the unit and give guidance.
- ❖ Order, monitor and control levels of consumables.
- ❖ Provide a safe therapeutic and hygienic environment.
- ❖ Work effectively and amicably at supervisory level with persons of diverse intellectual cultural racial or religious differences.
- ❖ Demonstrate 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.
- ❖ Participate in teaching of staff and mothers/ relatives and mentorship of junior staff and trainees.



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- ❖ Implement plan of action in emergency situations according to protocols and guidelines.
- ❖ To attend monthly nursing and multidisciplinary meetings and implement action plans
- ❖ Ensure that MNCWH and MBFHI programmes are properly implemented.
- ❖ Conduct audits and implement quality improvement programmes.
- ❖ Uphold the Batho Pele Principles and Patient Right Charter
- ❖ Exercise control over discipline grievances and Labour Relation issues according to the laid down

ENQUIRES : Ms P.N. Sibiya
Assistant Manager Nursing(O&G and Paeds)
Telephone No : (036) 342 7041

CHECKED BY MANAGER OF THE POST

2024/01/30
DATE

CHECKED BY AD: HRM

2024/01/30
DATE