



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Physical Address

DIRECTORATE:

Fort Napier Hospital
Human Resources Management

Postal Address: P.O. Box 370
1 Devonshire Road
Pietermaritzburg 3200
Tel: 033 260 4317 Fax: 033 3420818 / Email: Shongile.ndlovu@kznhealth.gov.za
www.kznhealth.gov.za

Enq: Ms T.C.Ngema
Date: 29 January 2024

TO ALL HEADS OF INSTITUTIONS : FNH01/2024

VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minutes must be brought to the notice of all eligible Employees on the establishment of all institutions. It must be ensured 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 obtainable at any Government Department or from the website - www.kznhealth.gov.za. Applicants must use the most recent Z83 form
 - b) A detailed Curriculum Vitae;
2. Please note it is no longer a requirement to submit copies of qualifications; only shortlisted candidates will be required to produce certified copies of documents on or before the day of the interview.
3. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (FNH 01/2024)
4. Persons with disabilities should feel free to apply for the post
5. Please note that due to the number of applications anticipated, applications will not be acknowledged. Applicants are respectfully informed that, if no correspondence is received within 3 months after the closing date, please consider your application as unsuccessful.
6. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non -RSA Citizen/Permanent Residents/Work Permit holders must submit documentary proof together with their applications
7. The Department reserves the right not to fill the post.

NB:

- a) Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will not be accepted.
- b) The appointments are subject to positive outcomes obtained from the State Security Agency(SSA)to the following checks(security clearance (vetting), criminal clearance, credit records,, citizenship), verification of Educational Qualification by SAQA, verification from Company Intellectual Property Commission(CIPC)

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational categories

PLEASE NOTE THAT DUE TO BUDGET CONSTRAINTS S&T WILL NOT BE PAID TO THOSE WHO ATTEND THE INTERVIEW

The closing date for all applications is: 09 February 2024

Checked By

Date:

30/01/2024

MS FN MOKWENA
CHIEF EXECUTIVE OFFICER
FORT NAPIER HOSPITAL

POST	:	Professional Nurse General Stream Grade 1/2/3
INSTITUTION	:	Fort Napier Hospital
NO OF POSTS	:	04
REF NO	:	FNH 01/2024
SALARY	:	GRADE 1: R293 670.00 – R337 860.00 GRADE 2: R358 626.00 – R409 275.00 GRADE 3: R431 261.00 – R543 969.00
OTHER BENEFITS	:	13 TH Cheque Medical Aid Optional Housing Allowance (Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS

- Senior certificate (Grade 12)
- Qualification that allows registration with SANC as a Professional & Psychiatric Nurse
- Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached
- Current registration with SANC

- GRADE 1
- No experience

- GRADE 2
- Nurse A minimum of ten (10) years appropriate/recognizable experience in Nursing after registration as Professional with SANC in General Nursing

- GRADE 3
- A minimum of 20 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing

KNOWLEDGE, SKILLS, TRAINING & COMPETENCES REQUIRED

- Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices;
- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required;
- 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).
- Knowledge of Nursing Care delivery approaches and special interest in Psychiatric Nursing;
- Leadership, Problem solving skills, Interpersonal skills, Conflict Management, Knowledge of Labour relations and disciplinary process/procedures;
- Knowledge of Occupational Health and Safety, Infection Control, Medical Waste, Risk Assessment, Mental Health Care Act, Team building and Supervisory skills.

KEY PERFORMANCE AREAS

- Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility;
- Promote quality of nursing care as directed by the professional scope of practice, nursing standards as determined by the relevant health facility and the Nursing Act.
- Work as part of the multidisciplinary team to ensure good nursing care, and work effectively, co-operatively and amicably with persons of diverse intellectual, cultural and racial or religious differences.
- Conduct clinical risk assessments of all the MHCU under your care.
- Maintain Professional growth and self-development and participate in training and research.
- Assist the Unit Manager with overall management and the necessary support for the effective functioning of the unit.
- Execute duties and functions with proficiency in support of the aims and strategic objective of the institution, provide nursing care that lends itself to improve service delivery.
- Maintain accurate and complete patient records.
- Ensure proper utilization of human and material resource; liaise with multi-disciplinary team to ensure continuity of patient's care.

- Organize ward functioning through delegation, supervise the provision of nursing care services by other categories of nursing staff.
- Participate in health promotion and illness prevention initiatives within the institution.
- Assist with performance planning, monitoring and evaluation of staff.
- Attend and manage patient complaints effectively and efficiently

ENQUIRIES: MRS TN NGCOBO
Telephone: (033) 260 4314

APPLICATIONS MUST BE FORWARDED TO:
Human Resource Office
Fort Napier Hospital
PO Box 370
Pietermaritzburg
3200

Or Hand delivered to:
01 Devonshire Road
Napierville
PIETERMARITZBURG
3201
ATTENTION: