



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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: Sbongile.ndlovu@kznhealth.gov.za
www.kznhealth.gov.za

Physical Address

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

TO ALL HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH : FNH02/2024

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 02/2024)
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 MORWENA
CHIEF EXECUTIVE OFFICER
FORT NAPIER HOSPITAL

POST	:	Professional Nurse Speciality Grade 1/2
INSTITUTION	:	Fort Napier Hospital
NO OF POSTS	:	06
REF NO	:	FNH 02/2024
SALARY	:	GRADE 1: R431 265.00 – R497 193.00 GRADE 2: R528 696.00 – R645 720.00
OTHER BENEFITS	:	13 TH Cheque Medical Aid Optional Housing Allowance (Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS

- Senior certificate (Grade 12)
- Degree/Diploma in General and Psychiatric Nursing
- A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing (Advanced psychiatry).
- Current S.A.N.C receipt (2024)
- GRADE 1
- A minimum of four (04) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANCA in General Nursing
- GRADE 2
- A period of 14 years actual service and/or appropriate/recognizable post registration experience in General Nursing. A least 10 years of this period must be appropriate/recognizable experience in the specialty after obtaining the relevant 1 year post-basic qualification required for the relevant specialty

KNOWLEDGE, SKILLS, TRAINING & COMPETENCES REQUIRED

- Knowledge of Nursing Care delivery approaches;
- Special interest in Psychiatric Nursing;
- Good communication, leadership, interpersonal, conflict management skills and knowledge of Labour Relations and Disciplinary process/procedures;
- Human Resource and financial management skills.
- Knowledge of Occupational Health and Safety, infection control, Medical waste, Risk assessment, Mental Health Care Act.
- Team building and supervisory skills.
- Knowledge of nursing care processes and procedures.
- Good communication, leadership, interpersonal and conflict management skills.

KEY PERFORMANCE AREAS

- Engages in clinical assessment and care of Mental Health Care Users in a specialized psychiatric setting.
- Work effectively, co-operatively, amicably with person of diverse intellectual cultural racial or differences.
- Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit.
- Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting.
- Implement standards, practices, criteria and indicators for quality nursing practices.
- Prevent the Patient Safety Incidents (PSI) and implement the procedure should the PSI occur.
- Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources.
- Manage the disciplinary and grievance matters including monitoring and managing absenteeism in terms of laid down policies and procedures.

- Maintain professional growth and development of self and other personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness.
- Participate in health promotion and illness prevention initiatives within the institution.
- Advocate for patient's rights all the time.
- Develop and review the existing specialty programs.

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: