



Physical Address: Ray Nkonyeni Road,
Postal Address: Private Bag X 709, Gamalakhe, 4249
Tel: 039 318 1113 Fax: 039 318 2835 Email: Zibuyile.mthembu@kznhealth.gov.za
www.kznhealth.gov.za

TO: ALL HEADS OF INSTITUTION AND DEPARTMENT
CIRCULAR FOR VACANCIES IN THE DEPARTMENT OF HEALTH

The content of this circular minute must be brought to the attention of all eligible personnel and employees in your establishment without delay. Head of Components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
 - Application for employment Z83 which is obtainable at any Government Department or from website www.kznhealth.gov.za. Z83 should be completed in full and signed.
 - Certified copies of highest educational qualifications, ID documents – not copies of certified copies.
 - Curriculum Vitae
 - Faxed or E-Mailed applications without prior authority will not be considered
2. The reference number of the post must be indicated in the column provided in the Z83, e.g. OCC08/2016.
3. **People with disabilities are encouraged to apply.**

NB:

- a) Failure to comply with the above instructions will disqualify applicants.
- 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 Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC)
- c) Applications in possession of foreign qualification must attach an evaluation certificate from South African Qualification Authority (SAQA) to their applications. Non RSA Citizens/Permanent Residents /Work Permit holders must submit documentary proof together with their applications.

4. **Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male.**

5. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

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

ALL APPLICATIONS SHOULD BE FORWARDED TO:

The CHC Manager
Gamalakhe Community Health Centre
Private Bag X 709
Gamalakhe
4249 (For Attention: Human Resource Department)

CLOSING DATE: 2021.12.28

Original Signed by

DR. P.F SHONGWE
CEO

POST : OPERATIONAL MANAGER NURSING (PHC)
REFERENCE : GAM CHC 19/2021
INSTITUTION : GAMALAKHE CHC- MARGATE CLINIC
SALARY : R 571 242.00 – R642 933.00

Other Benefit(s) :

13th Cheque

Medical Aid (Optional)

GEHS (employee must meet prescribed requirements)

12% rural allowance

REQUIREMENTS OF THE POST:

- Senior Certificate / Matric
- Degree/ Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse.
- A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care.
- Proof of current registration with SANC (2021 receipt)

EXPERIENCE

- A minimum of 09 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing.
- At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty.
- **Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service).**
- **Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.**

SKILLS:

- Knowledge of SANC Rules and Regulations
- Knowledge of Legislative Framework and Departmental prescripts
- Leadership, organizational, Decision making, problem solving and interpersonal skills
- Basic financial management skills
- Knowledge of Human Resource Management
- Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player.
- Communication skills and decision making skills.
- Leadership and supervisory skills

DUTIES:

- Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery.
- Ensure clinical nursing practice by nursing team 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 and standards as determined by the relevant health facility.
- Demonstrate a basic understanding of Human Resource and Financial policies and practices.
- Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required.
- Work as part of the multidisciplinary team to ensure good nursing care at unit level by nursing team.
- Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the facility.
- Display concern for patients, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele.
- Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
- Demonstrate basic computer literacy as a support tool to enhance service delivery.
- Participate in the analysis and formulation of nursing policies and procedures.
- Provide direct and indirect supervision of all staff within the unit and give guidance.

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- KINDLY RETURN **ALL DOCUMENTATION** WHEN REPLYING

- Demonstrate an understanding of Human Resource and Financial Management Policies and procedures.
- Monitor and evaluate the care and management of all patients through clinical audits and drawing quality improvement plans for the facility and ability to supervise Medical and Surgical emergencies and refer appropriately.
- Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan.
- Ensure quality data collection, validation and verification is done as per guidelines.
- Exercising control of discipline and any other labour related issues in terms of laid down procedures.
- Improve on complaints management and work towards reducing them.
- Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

ENQUIRIES: Mrs. N.O Ndwendwe TEL: 039 318 1113 CLOSING DATE: 2021.12.28

POST : OPERATIONAL MANAGER NURSING (PHC)
REFERENCE : GAM CHC 20/2021
INSTITUTION : GAMALAKHE CHC- NTABENI CLINIC
SALARY : R 571 242.00 – R642 933.00

Other Benefit(s) :

13th Cheque
 Medical Aid (Optional)
 GEHS (employee must meet prescribed requirements)
 12% rural allowance

REQUIREMENTS OF THE POST:

- Senior Certificate / Matric
- Degree/ Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse.
- A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care.
- Proof of current registration with SANC (2021 receipt)

EXPERIENCE

- A minimum of 09 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing.
- At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty.
- **Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service).**
- **Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.**

SKILLS:

- Knowledge of SANC Rules and Regulations
- Knowledge of Legislative Framework and Departmental prescripts
- Leadership, organizational, Decision making, problem solving and interpersonal skills
- Basic financial management skills
- Knowledge of Human Resource Management
- Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player.
- Communication skills and decision making skills.
- Leadership and supervisory skills

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DUTIES:

- Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery.
- Ensure clinical nursing practice by nursing team 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 and standards as determined by the relevant health facility.
- Demonstrate a basic understanding of Human Resource and Financial policies and practices.
- Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required.
- Work as part of the multidisciplinary team to ensure good nursing care at unit level by nursing team.
- Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the facility.
- Display concern for patients, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele.
- Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
- Demonstrate basic computer literacy as a support tool to enhance service delivery.
- Participate in the analysis and formulation of nursing policies and procedures.
- Provide direct and indirect supervision of all staff within the unit and give guidance.
- Demonstrate an understanding of Human Resource and Financial Management Policies and procedures.
- Monitor and evaluate the care and management of all patients through clinical audits and drawing quality improvement plans for the facility and ability to supervise Medical and Surgical emergencies and refer appropriately.
- Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan.
- Ensure quality data collection, validation and verification is done as per guidelines.
- Exercising control of discipline and any other labour related issues in terms of laid down procedures.
- Improve on complaints management and work towards reducing them.
- Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

ENQUIRIES: Mrs. N.O Ndwendwe TEL: 039 318 1113 CLOSING DATE: 2021.12.28

POST : CLINICAL NURSE PRACTITIONER GR 1, 2
INSTITUTION : GAMALAKHE CHC
REFERENCE : GAM CHC 21/2021
SALARY : GRADE I R 388 974.00 per annum
GRADE II R 478 404.00 per annum

OTHER BENEFITS

13th Cheque
Medical Aid (Optional)
Housing allowance (employee must meet prescribed requirements)
12 % rural allowance
Uniform allowance

MINIMUM REQUIREMENTS:

- STD 10 Certificate
- Degree / Diploma in General nursing and Midwifery **plus** 1 year post basic qualification in Primary Health Care.
- Current Registration with SANC (2021 Receipt)
- Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year)

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EXPERIENCE:-

GRADE 1

- A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing.

GRADE 2

- A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in Primary Health Care.

KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc.
- Leadership, organizational, decision making and problem solving abilities.
- Interpersonal skills including public relations, negotiating, conflict handling and counselling.
- Financial and budgetary knowledge.
- Good in-sight of procedures and policies pertaining to nursing care.
- Computer skills in basic programs

KEY RESPONSIBILITIES

- Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services.
- Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs. for financial planning and indirect control of expenditure as an integral part of planning and organization.
- Conduct outreach services with the aim of improving health outcomes.
- Motivate staff regarding development in order to increase level of expertise in assisting clients and families to develop a sense of self care.
- Formulate strategies of retaining client and bringing them back to care.
- Demonstrate effective communication with clients, supervisors and other stakeholders.
- Ensure proper utilization and management of all resources.
- Demonstrate understanding in managing of facility planned projects.
- Ensure Integration of health services.
- Assist the Operational Manager with overall management and necessary support for effective functioning of HTA team.
- Implement health programmes within the PHC package in accordance with set standards.
- Monitor performance and health outcomes against the set targets.
- Strengthen and ensure implementation of Ideal clinic strategies
- Encourage research by assisting in departmental projects and always ensuring the community needs, are taken into account.
- Assist the unit manager with overall management and necessary support for effective functioning in the facility.
- Participate in clinical records audits.
- Advocate for Nursing Ethics and Professionalism.

ENQUIRIES: Ms. G.B. Tshiseka TEL 039-318 1113

CLOSING DATE: 2021.12.28

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POST : PROFESSIONAL NURSE (GENERAL) GR 1, 2, 3 (2 POSTS)
INSTITUTION : GAMALAKHE CHC-NTABENI CLINIC
REFERENCE : GAM CHC22/2021
SALARY : GRADE I R 260 760.00 per annum
GRADE II R 320 703.00 per annum
GRADE II R 388 974.00 per annum

OTHER BENEFITS

13th Cheque
Medical Aid (Optional)
Housing allowance (employee must meet prescribed requirements)
12 % rural allowance
Uniform allowance

MINIMUM REQUIREMENTS:

- STD 10 Certificate
- Degree/Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse.
- Current Registration with SANC (2021 Receipt)

EXPERIENCE:-

GRADE 1

No experience required.

GRADE 2

- A minimum of **10 years** appropriate recognisable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council.

GRADE 3

- A minimum of 15 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council

KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of SANC Rules and Regulations
- Knowledge of Legislative Framework and Departmental prescripts
- Good interpersonal skills
- Team building and supervisory.
- Communication skills and decision making skills.
- Knowledge of COVID19 protocols

KEY RESPONSIBILITIES

- Provision of optimal holistic specialized nursing care self-standards within professional framework.
- Assist in planning, organizing and monitoring of objectives of specialized unit within the facility.
- Manage all resources within the facility, effectively and efficiently to ensure optimum service delivery.
- Demonstrate a basic understanding of Human Resource and Financial policies and practices.
- Able to plan and organize own work and that of support personnel to ensure proper nursing care.
- Display a concern to patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs and expectations.(Batho-Pele)
- Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required.
- Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
- Participate in teaching of staff and mothers/relatives and mentorship of junior staff and trainees.
- Implement plan of action in Emergency situations according to protocols and guidelines.
- Ensure that MCWH and MBFHI programs are properly implemented.
- Conduct audits and implement quality improvement plans.
- Promote and ensure good work ethics within the facility

ENQUIRIES: Mrs. N.O Ndwendwe TEL: 039 318 1113 CLOSING DATE: 2021.12.28

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POST : PROFESSIONAL NURSE (GENERAL) GR 1, 2, 3 (2 POSTS)
INSTITUTION : GAMALAKHE CHC-GCILIMA CLINIC
REFERENCE : GAM CHC 23/2021

SALARY : GRADE I R 260 760.00 per annum
GRADE II R 320 703.00 per annum
GRADE II R 388 974.00 per annum

OTHER BENEFITS

13th Cheque
Medical Aid (Optional)
Housing allowance (employee must meet prescribed requirements)
12 % rural allowance
Uniform allowance

MINIMUM REQUIREMENTS:

- STD 10 Certificate
- Degree/Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse.
- Current Registration with SANC (2021 Receipt)

EXPERIENCE:-

GRADE 1

No experience required.

GRADE 2

- A minimum of **10 years** appropriate recognisable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council.

GRADE 3

- A minimum of 15 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council

KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of SANC Rules and Regulations
- Knowledge of Legislative Framework and Departmental prescripts
- Good interpersonal skills
- Team building and supervisory.
- Communication skills and decision making skills.
- Knowledge of COVID19 protocols

KEY RESPONSIBILITIES

- Provision of optimal holistic specialized nursing care self-standards within professional framework.
- Assist in planning, organizing and monitoring of objectives of specialized unit within the facility.
- Manage all resources within the facility, effectively and efficiently to ensure optimum service delivery.
- Demonstrate a basic understanding of Human Resource and Financial policies and practices.
- Able to plan and organize own work and that of support personnel to ensure proper nursing care.
- Display a concern to patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs and expectations.(Batho-Pele)
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- Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
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ENQUIRIES: Mrs. N.O Ndwendwe TEL: 039 318 1113 CLOSING DATE: 2021.12.28

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ALL APPLICATIONS SHOULD BE FORWARDED TO:
The HR Manager
Gamalakhe Community Health Centre
Private Bag X 709
Gamalakhe
4249 (For Attention: Human Resource Department)

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