



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

GJ CROOKES HOSPITAL

Physical Address : 1 Hospital Road, Scottburgh, 4180

Postal Address: Private Bag X5501, Scottburgh, 4180

Tel: 039 978 7000 Fax: 039 978 1295 Email: Makosie.mpanza@kznhealth.gov.za

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE


The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in all Regional / District offices. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
 - (a) Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za
 - (b) Curriculum Vitae.
 - (c) Certified copies of qualifications and other relevant documents will only be requested from shortlisted candidate**
 - (d) Z83 form must be completed in full in manner that allows a selection committee to assess the quality of a candidate based on the information provided on the form.
 - (e) Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA)
2. The reference number must be indicated in the column provided on the Z83.

NB: Failure to comply with the above instructions will disqualify applicants.

3. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all categories in the department.
4. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications).
5. Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.
6. All employees in the Public Service that are presently on the same salary level but on a notch / package above the minimum as that of the advertised post are free to apply.
7. Please note that due to financial constraints S & T and resettlements, claims will not be considered for payment to candidates that are invited for the interview

We welcome applications from persons with disAbilities 

CLOSING DATE FOR APPLICATIONS IS: 22 March 2024

Applications should be forwarded to:

**The Chief Executive Officer
GJ Crookes Hospital,
Private Bag X5501
Scottburgh, 4180
Attention: Mr. PK Khuzwayo**

Original copy signed by CEO

CHIEF EXECUTIVE OFFICER



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POST : PROFESSIONAL NURSE SPECIALITY STREAM: ACCIDENT AND EMERGENCY UNIT
NO. OF POST : 03
REFERENCE NO. : GJC02/2024
SALARY NOTCH : R431 265.00 – R497 193.00
OTHER BENEFITS : 13th Cheque, Housing allowance (Employee must meet prescribed requirement) 12% In – Hospitable Allowance. Medical Aid (Optional)

MINIMUM REQUIREMENTS:

- Grade 12 certificate
- Degree/ Diploma in General Nursing Science and Midwifery / Accoucheur.
- Registration with SANC as a General Nurse and Midwife / Accoucheur.
- Post Basic qualification – Trauma and Emergency Nursing Science.
- A minimum of 4 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse. A post basic qualification with duration of at least 1 year experience after obtaining the above mentioned Post Basic qualification.
- Current registration with SANC as a General Nurse and Midwife (2024 receipt as proof of registration)
- Certificate of Service signed by Human Resource Department must be attached.

KNOWLEDGE, SKILLS AND COMPETENCIES:

- Knowledge of trauma and emergency processes & procedures.
- Knowledge of nursing statutes and other relevant legislative frameworks.
- Knowledge of Health Care Service Delivery
- Knowledge of disciplinary processes.
- Knowledge of basic/ standard management principle of approach.
- The ability to function within a team
- Sound communication, interpersonal, counselling and time management skills, including Public Relations, negotiating and coaching
- Skills in organizing, planning and supervising.
- Knowledge of Batho Pele Principle and Patient's Right charter
- Basic understanding of human resource and finance policies
- Supervisory and analytical thinking skills.
- Willingness to work shifts day and night duty, weekends and Public Holidays.

KEY PERFORMANCE AREAS:

- Co-ordination of optimal, holistic, specialized nursing care provided within the set standards and professional/ legal framework.
- Foster team spirit and commitment among all categories of staff.
- Provide comprehensive, quality nursing care to patients/clients in a specialty 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
- Participate in the analysis, formulation and implementation of policies, practices and procedures.



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- Establish and maintain constructive working relationship with nursing and other stakeholders.
- Ensure that a healthy and safe environment is maintained.
- Monitor and control the quality of patient care.
- Comply with all National and Provincial professional prescripts in order to render safe patients service and improve client satisfaction.
- Maintenance of accurate and complete patient records.
- Attend to the Complaints, Compliments and Suggestion timeously with and courtesy.
- Implementation of strategies for prevention and management of PSI's.
- Develop and implement strategies for infection prevention for the unit.
- Improve Data Management system and ensure timeous submission to FIO.
- Participate in developing and implementing quality assurance progress policies and operational plans.
- Participate in planning outreach programme.
- Participate in maintaining of ethics and professionalism.
- Conduct nursing documentation and clinical audits.
- Assist in developing and implementation of strategies to reduce waiting times
- Deputize as Operational Manager Nursing in his/ her absence.

ENQUIRIES : Ms PT Mkhize-DMN

TEL.NO. 039-978 7019