ADVERTISING OF VACANT POST:
Applications are invited on the prescribed application form (Z83) for following post:

1. Post Advertised  Professional Nurse Speciality (Occupational Health Nurse)  
   Reference Number        GJGM15 /2020  
   Centre  GJG Mpanza Regional Hospital  
   Benefits  
      13th Cheque 
      8% Inhospitable Area Allowance 
      Housing Allowance (Employee must meet prescribed requirements) 
      Medical Aid (Optional)

MINIMUM REQUIREMENTS GRADE 1

• Grade 12 (Senior Certificate) standard 10 / or (Vocational National Certificate) plus, Degree / Diploma in General Nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse and Midwife.

• A post basic Nursing qualification , with duration of at least 1 year

• Current registration with SANC In Occupational Health plus,

• Current SANC receipt  2020

• A minimum of 4 years appropriate/ recognizable nursing experience in Nursing after registration as professional Nurse with SANC in General Nursing plus a Post Basic in Occupational Health Nursing Science.

2. Salary Notch : R 383 226.00 per annum (Grade 1)

MINIMUM REQUIREMENTS Grade 2

• Grade 12 (senior certificate) Standard 10 / or (Vocational National Certificate) plus Degree / Diploma in General Nursing Science and Midwifery plus,

• A minimum of (14) years appropriate / recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing with midwifery.

• At least 10 years of the period referred to above must be appropriate / recognisable experience in Occupational Health Nursing Science after obtaining the one year post basic qualification in Occupational Health Nursing Science.

• Certificate of service endorsed by HR must be attached.

Salary Notch : R 471 333.00 per annum (Grade 2)
KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of a nursing care processes and procedures, nursing statutes and other relevant Legal framework
- Sound knowledge of occupational Health and safety Act, Compensation of injuries and Diseases Act (COIDA) and the latest Employee Health and Wellness framework for the service
- Knowledge of basic human resource and financial management
- Ability to formulate occupational health related policies and procedures
- Ability to demonstrate good insight of policies and procedure pertaining to occupational and employee health and wellness.
- Problem-solving capabilities
- Ability to communicate both verbal and in writing
- Computer literacy on basic Microsoft Software package.

RECOMMENDATION

Computer literacy: Ms Office applications certificates must be attached.

KEY PERFORMANCE AREAS

- Co-ordinate HIV, AIDS and TB Management Sub-programme in context of prevention, treatment care and support, management of human and legal right to justice and monitoring, research and surveillance.
- Operationalize Health and Productivity Management Sub-programme in the context of health and productivity, disease management, chronic illness, mental health, temporal incapacity leave, ill health promotion.
- Work as part of the multidisciplinary team to ensure quality of care, including working co-operatively with all employees of diverse social, religious and cultural backgrounds.
- Development of presentation of orientation and induction programme.
- Champion, promote and advocate proper treatment and care, including employee health and wellness campaigns so as to respond to the needs of employees.
- Conduct disease profiles amongst employees and develop quality improvement plan, policies and procedures and ensure their timeous implementation.
- Co-ordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and procedures and ensure their timeous implementation.
- Coordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and occupational health training programmes.
- Conduct occupational health audits in line with the occupational health and safety Act 85 of 1993 and relevant legislation and protocol.
- Coordinate establishment of multi-disciplinary HIV, AIDS, TB, Health and productivity.
- Make contribution to Management Sub 0 Committee as a platform for reflecting on the employee health and wellness issues.
- Compile and capture IOD cases on relevant forms, including compiling of IOD statistics to ensure reporting to compensation commissioners office and the Department of labour.
- Maintain accurate staff records, identity and investigate occupational health diseases and compile statistics and submit report to the Hospital management and District Office.
- Develop occupational health business plan in line with institution plans and manage, plan monitor evaluate and review the utilization of resource as an Occupational Health Practitioner.

Kindly visit the KZN website for more information: http://www.kznhealth.gov.za/stangerhospital.htm or www.kznhealth.gov.za and go to vacancies.

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
   (b) Certified copies of highest educational qualifications – not copies of certified copies
© Curriculum Vitae
(d) Certified Copy of Identity Document – not copies of certified copies

2. Applications to be forwarded to:

The Human Resource Manager
GJG Mpanza Regional Hospital
Private Bag X10609
Stanger, 4450
Attention: Mr. Seelan Govender Tel: 032 – 437 6006

Handdelivery: Administration block
Human Resource Department
GJG Mpanza hospital

3. Kindly include the reference number as per the advertisement i.e. Post Name
4. Please take note that due to the large number of applications received, applications will not be
acknowledge. Correspondence will be limited to shortlisted candidates only. If you do not
hear from us within 2 months of the closing date, please accept that your application has been
unsuccessful.
5. Certificate of service from previous employers is compulsory, please include verification of
employment from current employer, which must be endorsed and signed by Human Resource
Management.

(N.B) KINDLY BE INFORMED THAT DUE TO THE SEVERE BUDGET CONSTRAINTS, THE
DEPARTMENT IS EXPERIENCING, S&T WILL NOT BE PAID TO ANY CANDIDATE THAT IS
ATTENDING THE INTERVIEW PROCESS.

Enquiries: Mr S Govender (DEPUTY DIRECTOR HRM) 032 437 6006

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 Company Intellectual Commission (CIPC)

GJGM Hospital is an equal opportunity, affirmative action employer, whose aim is to promote
representivity in all occupational categories in the institution.

People with disabilities should feel free to apply for this post.

6. The appointment is subject to positive outcome obtained from the NIA to the following checks
(Security Clearance, Credit records, Qualification, Citizenship and Previous Experience Verification)

Closing date: 03 July 2020

HUMAN RESOURCE MANAGER DATE

ACTING CHIEF EXECUTIVE OFFICER DATE