



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE:

201 Townbush Road, Northern Park, Pietermaritzburg, 3201  
Private Bag X9001, Pietermaritzburg, 3200  
Tel: 033 897 3362 Fax: 033 897 3135 Email: [jackson.khumalo@kznhealth.gov.za](mailto:jackson.khumalo@kznhealth.gov.za)  
[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

### GREY'S HOSPITAL

### Human Resource Management Services

## VACANCY

**JOB TITLE** : Clinical Programme Co-ordinator (Grade 1)  
Transplant Co-ordinator  
**SALARY LEVEL** : 9  
**SECTION** : Monitoring and Evaluation  
**INSTITUTION** : Grey's Hospital  
**REFERENCE NO** : GS 98/23  
**SALARY NOTCH** : **R 497 193.00** plus 13<sup>th</sup> cheque, medical aid (optional), home owners allowance, etc, (employee must meet the prescribed requirements).

### MINIMUM REQUIREMENTS:

- Senior Certificate/Grade 12 or equivalent
- Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows with South African Nursing Council (SANC) as a Professional Nurse
- Registration with South African Nursing Council as Professional Nurse
- Current registration with SANC
- A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing
- **Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department**
- **NB! Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83.**

**THE EMPLOYMENT EQUITY TARGET FOR THIS POST IS: AFRICAN MALE; WHITE MALE, INDIAN MALE OR COLOURED MALE**

### RECOMMENDATIONS:

- A valid code 08 driver's license
- Computer Literacy (Word processing and spread sheet packages)
- PLUS a minimum of 2 years' experience as a Professional Nurse in Renal or Critical Care Nursing.

### KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- High level of interpersonal relationship skills.
- High level of initiative and innovation.
- Good communication skills (written and verbal).
- Problem solving and decision making skills.

- Computer literacy in word processing and spread sheet packages.
- Knowledge of legislative, current public service and health related legislations and health policies
- Knowledge of legislative framework and of the Human Tissue Act.
- Ability to formulate policies relating to organ donation and referrals.
- Function objectively in a highly emotional environment of dealing with potential donors.
- Must be able to make the different members of the team work towards the common goal of a successful donor transplant.

#### **KEY PERFORMANCE AREAS:**

- Identification, assessment and management of a potential cadaver donor.
- Coordinate and cross-cover with other transplant coordinators in the province
- Coordinate and facilitate organ donation in the KZN province
- Work and liaise with transplant team at Inkosi Albert Luthuli Hospital complex.
- Coordinate and facilitate potential donors workup procedures and process which involves screening of donors for suitability and understanding
- Promote and create awareness of organ donation.
- Co-ordinate activities of the different disciplines during organ procurement.
- Provide counselling to relatives/family of potential donors
- After-hours clinical participation in all transplant related activities in KZN province
- Provide education to Trauma, Theatre, Critical Care, Out-patient and clinical staff on potential cadaver identification and referral.
- Support facility in the development and implementation of institutional policies, Standard Operating Procedures and protocols.
- Participate in Outreach programme and multidisciplinary meetings
- Participate in internal and external assessments and inspections
- Conduct regular audits of the transplant processes

**ENQUIRIES : Ms S Arends: Telephone:- 033 897 3326**

#### **DIRECTIONS TO CANDIDATES**

The following must be noted and adhered to seeing that failure to do so will result in disqualification:

The following must be noted and adhered to seeing that failure to do so will result in disqualification:

1. **Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83.** Additionally:
  - 1.1 The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za).
  - 1.2 Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020 - 81/971431 effective 01 January 2021) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification.
  - 1.3 Applicants are required to complete and sign Z83, and also submit a detailed curriculum vitae (CV).
  - 1.4 All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form.

- 1.5 Applicants are required to reflect information even if the same information is provided on the detailed CV.
2. **Applicants are free to apply for this post via the KZN Provincial e-Recruitment System or send their applications via the post/mail or hand deliver their applications at Grey's Hospital Human Resource Management Office.**
3. The Reference number must be indicated in the column provided on the form Z83, e.g. Reference Number GS 98/23.
4. Please note that communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful.
5. 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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).
6. It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.

**THIS DEPARTMENT IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER, WHOSE AIM IS TO PROMOTE REPRESENTIVITY IN ALL LEVELS OF ALL OCCUPATIONAL CLASSES OF THE DEPARTMENT.**

**APPLICATIONS MUST BE FORWARDED TO:**

Human Resource Management Department  
Greys Hospital  
Private Bag X 9001  
**Pietermaritzburg**  
3200

**Attention: Mrs M Chandulal**

**CLOSING DATE: 26<sup>TH</sup> January 2024**

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**MR JM KHUMALO**  
**DEPUTY DIRECTOR: HRM**  
**GREY'S HOSPITAL**

\_\_\_\_\_  
**DATE**

**APPROVED/ NOT APPROVED**

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**MR BM SHEZI**  
**CHIEF EXECUTIVE OFFICER**  
**GREY'S HOSPITAL**

\_\_\_\_\_  
**DATE**

