TO ALL HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTES

The contents of this Circular Minute must be brought to the attention of all eligible employees on your establishment without delay. Institutions must notify all employees who qualify even if they are not in their normal places of work.

DIRECTIONS TO CANDIDATES

The following documents must be submitted and if not submitted the applicant will be disqualified forthwith:-

- Application for Employment Form (Z83), which is obtainable at any Government department OR from the website- www.kznhealth.gov.za
- Certified copies of Highest Educational Qualifications- not copies of certified copies.
- Curriculum Vitae
- Certified copy of Identity Document – not copy of a copy

The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (GTN 43/2019)

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

Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome.

(This Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representatively at all levels of different Occupational categories in the hospital and Persons with disabilities should feel free to apply for the post/s).

CLOSING DATE FOR APPLICATIONS: 2019/11/08

Original Signed By CEO

CHIEF EXECUTIVE OFFICER
GREYTOWN HOSPITAL
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POST: PROFESSIONAL NURSE SPECIALITY GRADE 1 (MATERNITY)
NO. OF POSTS: 01
INSTITUTION: GREYTOWN HOSPITAL
REFERENCE: GTN 43/2019

RENUMERATION PACKAGE

Salary Notch: R383 226.00 PER ANNUM
Other Benefits: Rural Allowance 12% of basic salary, PLUS 13TH Cheque and Medical Aid
optional Housing Allowance: (Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS FOR THE POST:

- Matric/Senior Certificate or equivalent qualification plus
- Degree / Diploma in General Nursing
- Registration as a Midwife/ Accoucher with SANC
- Registration with S.A.N.C as a General Nurse and Speciality Nurse (Advanced midwifery and neonatal nursing science)
- One year Post-basic registration Degree/Diploma in relevant speciality plus 4 years appropriate/recognizable experience as a General Nurse
- Proof of current registration with SANC (2019 receipt)
- Attach Proof of previous and / or current employment verified, signed and stamped by HR Department/Employer

KNOWLEDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED:

- Knowledge and insight into nursing care procedures and processes, nursing statutes, other relevant legal frameworks and MCWH Programmes
- Good communication skills-verbal and written
- Co-ordination and liaison skills
- Problem solving and decision making skills
- Leadership and managerial skills

KEY PERFORMANCE AREAS

- Assist in planning/organizing and monitoring of objectives of the specialized unit.
- Proper implantation and monitoring of MNCWH programmes e.g CARMMA,HBB etc
- Effective monitoring and management of complicated cases using the essential steps in the management of obstetrical emergencies
- Assist in conducting trainings within the department eg.HBB/ESMOE drills
- Partake in clinical record audits and assist in the formulation and implementation of quality improvement plans
- To deputize the Operational manager and assist with relief duties when the need arises
- Assist with allocation/change list, day and night duty rosters and inputs for leave
- To act as shift-leader on both day and night shift
- To assist in EPMDS evaluation of staff and implement EAP
- Ensure meticulous data management and proper record-keeping to improve data quality
- Maintain accurate and complete patients records
- Assist in orientation, induction and mentoring of all nursing staff especially junior midwives and students
- Provide direct and indirect supervision of all nursing staff / housekeeping staff and give them guidance
- Demonstrate effective communication with patients, families and with the multi-disciplinary team team as well as other departments within the hospital
- Provide a therapeutic environment for staff, patients and the public
- Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant speciality
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- Effective participation in all other health related programmes e.g. IPC, Quality and Health and Safety
- Effective and efficient management of all resources allocated to MNCWH

Enquiries: Ms. P.P.L NKALA  Tel.: 033 4139 410

Applications should be forwarded to: Human Resource Department
Private Bag X 5562
Greytown
3250

ATTENTION: MS. WP ZWANE

CLOSING DATE FOR APPLICATIONS: 2019/11/08