



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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www.kznhealth.gov.za

DIRECTORATE:

HARRY GWALA REGIONAL HOSPITAL
RECRUITMENT AND SELECTION

Enquiries: Mr. NJ Mgwaba
Circular: HGRH11/2024
Date: 12/03/2024

TO: HEADS OF ALL DEPARTMENTS VACANCIES IN HARRY GWALA REGIONAL HOSPITAL CIRCULAR MINUTE: HGRH11/2024

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:

- The following documents must be submitted:-
 - Application for Employment Form (Form Z.83), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
 - Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023.
 - Copies of Qualifications, Registration Certificates and updated certificate of service must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview.
- The Reference Number must be indicated in the column provided on the form Z.83.
NB: Failure to comply with the above instructions will disqualify applicants.
- 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).
- The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications)
- Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful
- Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution
- All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply**
- Please note that due to financial constraints no S&T payments will be considered for payment to candidates that are invited for interview.**

9. ALL APPLICATIONS SHOULD BE FORWARDED TO:

CHIEF EXECUTIVE OFFICER
HARRY GWALA REGIONAL HOSPITAL
PRIVATE BAG X 509
PLESSISLAER
3216

OR

HAND DELIVERED TO THE BOX BY THE MAIN GATE BEHIND SECURITY OFFICE
MARKED FOR THE ATTENTION OF: MR. T.C. MANYONI

N.B: NO REGISTERED MAIL AND FAXED APPLICATIONS WILL BE CONSIDERED

CLOSING DATE FOR APPLICATIONS: 28/03/2024

Original signed and dated by the Chief Executive Officer (copy available on request)

MRS. N.T. NXABA
CHIEF EXECUTIVE OFFICER
HARRY GWALA REGIONAL HOSPITAL
DATE: 12/03/2024

ADVERTISEMENT

JOB TITTLE	: PROFESSIONAL NURSE GRADE 1/2: SPECIALITY OPERATING THEATRE AND CSSD
NO OF POSTS	: 06
CENTRE	: HARRY GWALA REGIONAL HOSPITAL
REF NO	: NURS 16/2024
REMUNERATION	: GRADE 1 R431 265.00-R497 193.00 PER ANNUM : GRADE 2 R528 696.00-R645 720.00 PER ANNUM
OTHER BENEFITS	: 13TH CHEQUE, HOME OWNERS 8% INHOSPITABLE AREA ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS), MEDICAL AID (OPTIONAL) Housing Allowance: Employee must meet prescribed

REQUIREMENTS FOR THE POST

- Senior/ Matric Certificate or equivalent
- Diploma/Degree in General Nursing (obtainable from the College/University)
- Registration with the SANC as a Professional Nurse and Speciality Nurse
- One year Post Basic Qualification degree/ diploma in Operating Theatre Nursing Science
- Current SANC registration (2024 Receipt)
- **Certificate of Service endorsed by HR Department must be attached**

RECOMMENDATION

- Possession of midwifery certificate

EXPERIENCE REQUIRED

- **GRADE 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and a one year Post Basic Qualification in Operating Theatre Nursing
- **GRADE 2:** A minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining a one year Post Basic Qualification in Operating Theatre Nursing

KNOWLEDGE, SKILLS, COMPETENCIES AND TRAINING REQUIRED:

- Knowledge of Operating Theatre and sterilizing unit processes
- Strong interpersonal, good communication skills- verbal and written and presentation skills.
- Knowledge of disciplinary processes
- Knowledge of basic/standard management principle of approach
- Sound communication, interpersonal, counselling and time management skills
- Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework.
- Understanding of Human Resource needs and developments

KEY PERFORMANCE AREAS

- Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution.
- Assist in developing/establishing and maintaining constructive working relationship with nursing and other stakeholders.
- Provision of optimal, holistic specialized nursing care provided within the set standards and professional / legal framework
- Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, National Core Standards, Occupational Health and Safety Act and all other applicable prescripts.
- Assist in managing and supervising for effective and efficient utilization of all the resources e.g. human, financial material.
- Assist with staff allocation/ change list, day and night duty rosters and inputs for leave
- Assist in orientation, induction and monitoring of all nursing staff
- Assist in managing/prevention and control of infection in the Unit.
- Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele.
- Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required.
- Participate in planning/ organizing, formulation , analysis , implementation and monitoring of specialized unit objectives, policies ,and procedures
- Assist in completion of patient related data and partake in training and research
- Maintain professional growth/ ethical standards and self-development
- Participate in staff development using EPMDS System and other work related programmes and training and implement EAP
- Support and mentor student Nurses
- Assist with Operational Manager relief duties and act as junior shift leader on both day and night shifts
- Assist exercising control over discipline, grievance and all labour relations issues as well as management of absenteeism

Enquiries: Mrs NC Ngubo

Telephone: (033) 395 4427

CLOSING DATE: 28/03/2024