



Physical Address: 60 Saunders Street, HLABISA 3937
Postal Address : Private Bag X 5001 HLABISA 3937
Tel: 035 838 8628 Fax: 035 838 1117 Email: justice.zungu@kznhealth.gov.za
www.kznhealth.gov.za

Enquiries: Mrs. B.S.V Ndlovu
Telephone: 035 838 8610
Date: 2024.04.09

TO HEADS OF ALL INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

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

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] An updated detailed Curriculum Vitae (CV); and
 - [c] Recently certified copies of identity/ passport documents; all educational qualifications; professional registration certificates and certificates of service from previous employers. NB: It is the applicants' responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA) – and not copies of certified copies.
 - [d] Faxed or emailed applications will not be accepted.
 - [e] Contactable and verifiable references must be included in the C.V.
 - [f] The reference number of the post must be included in the Z83.

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

Please note that applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her application, in due course.

[This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the Department].

NB: PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS NO S & T ALLOWANCE WILL BE PAID TO CANDIDATES ATTENDING THE INTERVIEWS.

Original signed by C.E.O

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**CHIEF EXECUTIVE OFFICER
HLABISA HOSPITAL**

ADVERTISEMENT OF POST

POST : PROFESSIONAL NURSE GENERAL WITH MIDWIFERY X3
REFERENCE NO. : HLH 04/2024
INSTITUTION : HLABISA HOSPITAL
CENTRE : Maternity Ward x1
: Machibini Clinic x1
: Makhowe Clinic x1

PROFESSIONAL NURSE GRADE 1: R293 670.00-R337 860.00 PER ANNUM

- Matric/ Senior Certificate or Grade 12
- Degree/ Diploma General Nursing and Diploma in Midwifery
- Certificate of Registration with SANC as General Nursing and Midwifery.
- Proof of current registration with SANC (2024 receipt)

PROFESSIONAL NURSE GRADE 2: R358 626.00-R409 275.00 PER ANNUM

- Matric/ Senior Certificate or Grade 12
- Degree/ Diploma General Nursing and Diploma in Midwifery
- A minimum of 10 years appropriate recognizable experience in Nursing after registration as a Professional Nurse in General Nursing
- Proof of current registration with SANC as a Professional Nurse (2024 receipt)

PROFESSIONAL NURSE GRADE 3: R431 265.00-R521 172.00 PER ANNUM

- Matric/ Senior Certificate or Grade 12
- Degree/ Diploma General Nursing and Diploma in Midwifery
- A minimum of 20 years appropriate recognizable experience in Nursing after registration as a Professional Nurse in General Nursing
- Proof of current registration with SANC as a Professional Nurse (2023 receipt)

OTHER BENEFITS:

12% Rural Allowance, 13th Cheque, Medical Aid (Optional) Housing Allowance (employee must meet prescribed requirements)

KNOWLEDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED:

- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.
- Work as part of the multi-disciplinary team to ensure good nursing care.
- Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences.
- Able to plan and organize own work and that of support personnel to ensure proper nursing care.
- A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.

KEY PERFORMANCE AREAS:

- Provide comprehensive quality nursing care to patients/clients in a cost-effective and efficient manner.
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- Demonstrate compliance with Nursing Act and SANC regulations.
- Able to plan and organize own work and that of support personnel to ensure proper Nursing Care.
- Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs requirements and expectations (Batho Pele) Principles and patients' rights charter.
- Demonstrate effective communication with patients, supervisors and other clinicians including report-writing when required.
- Ensure compliance with all National, Provincial and professional prescripts/legislation in the units.
- Participate in the analysis and formulation of nursing policies and procedures.
- Provide a safe therapeutic and hygiene environment.
- Work effectively and amicably with other employees/patients of diverse intellectual, cultural, racial or religious differences.
- Demonstrate understanding of Human Resource and Financial Management policies and procedures.
- Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records.
- Implement plan of action in emergency situations according to protocols and guidelines.
- Conduct audits and implement quality improvement programme.
- Exercise control over discipline grievances and Labour Relation issue according to the laid down.
- Assist in preparation of ICRM and OHSC to maintain status and compliance.
- Ensure data collection, verification and submission according to Data management policies and guidelines.

Enquiries: Mrs. B.S.V Ndlovu

Tel: 035 838 8610

Applications must be forwarded to:

Human Resource Department

Hlabisa Hospital
Private Bag X 5001

HLABISA
3937

OR

Hand delivers to: Hlabisa Hospital, 60 Saunders Street, and Hlabisa 3937

OR

Application must be emailed to: Hlabisa.E-Recruitment@kznhealth.gov.za

CLOSING DATE FOR APPLICATIONS: 06 May 2024