



ITSHELEJUBA DISTRICT HOSPITAL

Postal Address: Private Bag x 0074, Pongola 3170

Physical Address: Along N2 Road between Pongola & Piet Retief towns

Tel: 034 413 4000 Fax: 034 413 2545 Email address: Simelane.elliott@kznhealth.gov.za
www.kznhealth.gov.za

Human Resource Office

Enquiries: Mrs. TM Vilakazi
Telephone no: 034 413 4000
Date: 2022.05.10

**VACANCIES FOR DEPARTMENT OF HEALTH
TO ALL INSTITUTIONS: CIRCULAR MINUTES NUMBER 11/2021**

The contents of this Circular Minute must be brought to attention of all eligible candidates and community members without delay. Institutions/facilities/Components must notify all candidates who qualify for the post in this circular minute.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
 - a) Application for Employment from new Z 83 which is obtainable at any Government institutions OR from website.
 - b) Copies of highest educational qualifications and identity document need not be certified when applying for the post. Therefore only shortlisted candidates for the post will require submitting certified documents on or before the day of interviews following communication from HR.
 - c) Curriculum Vitae.
 - d) Identity document- copy.
2. The reference number of the post applied must be indicated in the column provides in Z 83 e.g. ITSH 01/2020

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

The appointment is subject to positive outcome obtained from the state security agency to the following check (security clearance, credits records, qualification, citizenship and previous experience verification).

3. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativeness in all occupations we envisage to receive. People with disability should feel free to apply
4. Please note that due to the large number of application received, applications will not be acknowledged. However all applicants short-listed will be advised of outcome of their applications in due course.

NB:

PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINS NO S&T CLAIMS WILL BE CONSIDERED FOR PAYMENTS TO CANDIDATES THAT ARE INVITED FOR INTERVIEW

CLOSING DATE: 2022.06.10


MRS TM VILAKAZI
CHIEF EXECUTIVE OFFICER

APPLICATIONS TO BE FOWARDED TO:
THE HUMAN RESOURCE MANAGER
Private Bag X0047
Pongola
3170


DATE

POST : PROFESSIONAL NURSE SPECIALITY OPERATING THEATRE
REF NO : ITSH 03/2022
CENTRE : ITSHELEJUBA HOSPITAL
SALARY NOTCH : Grade 1: 388 974.00 per annum
: Grade 2: R478 404.00 per annum
OTHER BENEFITS : 12% rural allowance of basic salary, 13 cheque, housing allowance
(employee must meet prescribed requirements and Medical Aid
(optional))

MINIMUM REQUIREMENTS:

- GRADE 1:** Matric Senior Certificate (Grade 12).
- Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in speciality (Diploma in Operating Theatre Technique).
 - A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
 - Proof of experience must be attached and verified by Human Resources. SANC Receipt for 2022 must be attached.

- Grade 2:** Matric Senior Certificate (Grade 12). Degree/Diploma in General nursing or equivalent qualification that allows registration with the SANC as a professional nurse and midwife plus one (1) year post basic qualification in Speciality (diploma in Operating Theatre Technique).
- A minimum of 14 years appropriate/ recognizable experience in nursing after registration with SANC in General Nursing and Midwife.
 - At least ten years of the period referred to above must be recognizable experience in the specific Speciality after obtaining the relevant one (1) year Post Basic qualification required for the relevant Speciality.
 - Current registration with SANC as General Nurse, midwife and operating theatre.

KNOWLWDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED:

- Knowledge of nursing care process procedures, nursing statuses and other relevant legal framework. Knowledge of public services regulation, Disciplinary Code, Human Resources policies.
- Hospital Generic and specific policies, financial and budgetary knowledge pertaining to the relevant resources under management.
- Knowledge and experience in implementation of Batho Pele Principles and Patients, Rights Charter, Code of Conduct.
- Ability to function well within a team, Good communication skills (verbal, written).
- Knowledge of national Core standards.

DUTIES:

- Provision of optimal, holistic specialized nursing care provided within the set standards i.e. Professional/legal.
- Maintain accurate and complete patient's records according to legal requirements.

- Compilation and analysis of statistics. Participate in auditing of clinical charts and develop QIPS.
- Participate in the implementation of National Core Standards, guidelines, protocols.
- Effective, Efficient and economical use of allocated Resources. Provision of effective support to Nursing Services. Assist in supervision and Development of staff.
- Participate in training and research and programmes EG. IPC, Quality assurance.
- Scrubbing for minor and major operations.
- Provide safe, therapeutic and hygienic environment for patients, visitors and staff.
- To participate in the care of swabs and instruments in theatre.
- To provide immediate care to all patients who have been operated.
- To prepare for the operations ensuring smooth running of the theatre.
- Maintain professional Growth/ ethical Standards and self-Development.
- Promote good working relationships with multidisciplinary team.
- Ensuring the availability of necessary basic equipment and stock.
- Manage Resources.

ENQUIRIES: All enquiries should be directed to Ms JN Mthenjana contact details: 034-4134000

APPLICATIONS: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivery to Human Resource section.

CLOSING DATE FOR APPLICATIONS: 10 JUNE 2022

POST : PROFESSIONAL NURSE SPECIALITY-ORTHOPEADIC
REF NO : ITSH 04/2022)
CENTRE : ITSHELEJUBA HOSPITAL (OUT PATIENT DEPARTMENT)
SALARY NOTCH : Grade 1: 388 974.00 per annum
: Grade 2:R478 404.00 per annum
OTHER BENEFITS : 12% rural allowance of basic salary, 13 cheque, housing allowance
(employee must meet prescribed requirements and Medical Aid
(optional)

MINIMUM REQUIREMENTS:

- Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in General nursing and Midwifery.
- One year Post Basic Qualification in the Speciality- Diploma in Orthopedic Nursing.
- A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. SANC practice license for 2022 be attached.

NB: Proof of current and previous experience endorsed by Human Resource Department must be attached.

EXPERIENCE:

- **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing.
- **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Orthopedic Nursing Speciality after obtaining the 1 year Post Basic qualification in relevant specially

KNOWLWDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED:

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework.
- Good communication skills, verbal and written leadership, interpersonal skills problem solving, conflict management and decision making skills.
- Co- ordination and liaison skills, Knowledge of public services policies Act, and Regulations,
- Knowledge of Labor Relations Act, disciplinary and grievances procedures,
- Knowledge of Nursing Act, Occupational Health and Safety Act off 1995.
- Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct

DUTIES:

- Provide comprehensive, quality nursing care to patients/clients in speciality unit in a cost effective manner.
- Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- Ability to plan and organise 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 the awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles).
- Work as part of the multidisciplinary team to ensure good nursing care.
- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.
- Ensure compliance with all national, provincial and professional prescripts in order to render a safe patient service and improve client satisfaction.
- Participate in the analysis and formulation of nursing policies and procedures.
- Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff within the unit and give guidance.
- Order and monitor appropriate level of consumables.
- Ensure that equipment in the unit is adequate and is checked and in working order.
- Provide for a safe, therapeutic and hygienic environment.
- Work effectively and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences.
- Demonstrate an 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's records.
- To deliver quality nursing care to orthopedic patients in the ward, OPD and clinics.
- To offer patients by assessing, collecting interpreting information on orthopedic clients and prescribing interventions.
- Assist in the formulation of policies and procedures for nursing services and to ensure that this is keeping with the current statutory regulations, guidelines and code of ethics.
- To co-operate the multidisciplinary health team in the provision of quality holistic and individualized patient care.
- To facilitate experiential training for neophyte nurses allocated in the unit.

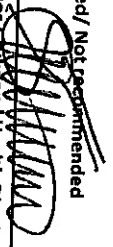
ENQUIRIES: All enquiries should be directed to Ms. JN Mthenjana contact details: 034-4134000

APPLICATIONS: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivery to Human Resource section.


CLOSING DATE FOR APPLICATIONS: 10 JUNE 2022

NAME OF FACILITY : IT SHELEUBA HOSPITAL
POST TITLE : PROFESSIONAL NURSE SPECIALITY STREAM
DATE VACATED: 2020/10/01

Recommended / Not recommended

Signature : 
District Director - Zimuland Health District
Mr. SV Virakazi


Date: 21/8/2021

<p>RATIFICATION BY HEAD OF CLUSTER:</p> <p>REQUEST APPROVED AND APPROVED</p> <p>COMMENTS: <u>Subject to availability of fees</u></p> <p>Cluster Head (Dnc / DN):  Date: 17/8/2021</p>

NAME OF FACILITY : ITSHELEUBA HOSPITAL
POST TITLE :PROFESSIONAL NURSE SPECIALITY STREAM(THEATRE & CSSD)
DATE VACATED: 2021/08/31

Recommended/ Not recommended
Signature : 
District Director : Zidiland Health District
Mr. SV Vilakazi

Date: 22/09/2021

RATIFICATION BY HEAD OF CLUSTER:
REQUEST APPROVED ~~AND~~ **NOT APPROVED**
COMMENTS: Subject to availability of funds
Cluster Head /DDG / CD /  Date: 29/10/2021

PERSAL NATP
3.03.04(03)

ESTABLISHMENT ADMIN:KZN HEALTH
ENQUIRY POSTS

2022-05-04
07:52:03.8
3K1374

COMPONENT.....: 035509 ITSHELEJUBA DISTRICT HOSPITAL:THEATRE&CSSD
SUB COMPONENT.....: 000001 KWAZULU-NATAL: HEALTH
POST CLASS/SALARY CODE...: 82014 PROF NURS (SPEC NUR)
POST NUMBER.....: 3 COUPLED POST.....: NO
REASON: CREATION OF POST: 0006 OTHER REASONS
POST STATUS.....: ACTIVE : VACANT
POST TYPE.....: 01 PERMANENT
START DATE.....: 20070701 END DATE.....:
OBJECTIVE1 % OBJECTIVE2 % OBJECTIVE3 % OBJECTIVE4 % OBJECTIVE5 %
437846 100
ACTIVITY 1 % ACTIVITY 2 % ACTIVITY 3 % ACTIVITY 4 % ACTIVITY 5 %
FILLED/VACANT DATE.....: 20210901 SESSIONS FILLED.....:
SALARY KEY SCALE TABLE...: 247 SCALE CODE...: 0380431 SALARY LEVEL...: 09
POST INDICATOR.....: 00 NORMAL SESSIONAL PROVISION...:
OCCUPATIONAL CLASSIFIC...: C4010000 PROFESSIONAL NURSE
JOB WEIGHT.....: 507
JOB TITLE.....: 82014 PNB1 PROFESSIONAL NURSE GRADE 1 SPECIALITY N
JOB DESCRIPTION.....: N (Y=YES N=NO) JOB DESCRIPTION DATE.:
POST AVAILABLE FOR FILLING BY EXCESS EMPLOYEE: N ENTER FOR MORE INFORMATION

FERSAL NATF
3.03.04(03)

ESTABLISHMENT ADMIN:KZN HEALTH
ENQUIRY POSTS

2022-05-10
12:44:23.7
3K2893

COMPONENT.....: 035510 ITSHELEJUBA DISTRICT HOSPITAL:TRAUMA&RESUS
SUB COMPONENT.....: 000001 KWAZULU-NATAL: HEALTH
POST CLASS/SALARY CODE..: 82014 PROF NURS (SPEC NUR)
POST NUMBER.....: 4 COUPLED POST.....: NO
REASON: CREATION OF POST: 0006 OTHER REASONS
POST STATUS.....: ACTIVE : VACANT
POST TYPE.....: 01 PERMANENT
START DATE.....: 20070701 END DATE.....:
OBJECTIVE1 % OBJECTIVE2 % OBJECTIVE3 % OBJECTIVE4 % OBJECTIVE5 %
437846 100
ACTIVITY 1 % ACTIVITY 2 % ACTIVITY 3 % ACTIVITY 4 % ACTIVITY 5 %
FILLED/VACANT DATE.....: 20211001 SESSIONS FILLED.....:
SALARY KEY SCALE TABLE..: 247 SCALE CODE..: 0380431 SALARY LEVEL..: 09
POST INDICATOR.....: 00 NORMAL SESSIONAL PROVISION...:
OCCUPATIONAL CLASSIFIC..: C4010000 PROFESSIONAL NURSE
JOB WEIGHT.....: 401
JOB TITLE.....: 82014 PNB1 PROFESSIONAL NURSE GRADE 1 SPECIALITY N
JOB DESCRIPTION.....: N (Y=YES N=NO) JOB DESCRIPTION DATE.:
POST AVAILABLE FOR FILLING BY EXCESS EMPLOYEE: N ENTER FOR MORE INFORMATION