



Postal Address: Private Bag x 0074, Pongola 3170

Human Resource Office

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

**Enquiries: Mrs. TM Vilakazi**  
**Telephone no: 034 413 4000**  
**Date: 2021.12.07**

**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 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 form 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.
  - e) Current paid up receipt with SANC registration body 2021
2. The reference number of the post applied must be indicated in the column provides in Z 83 e.g. ITSH 01/2021  
**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, credit 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.

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

**CLOSING DATE: 2021.12.31**

  
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**MRS TM VILAKAZI**  
**CHIEF EXECUTIVE OFICER**  
**APPLICATIONS TO BE FOWARDED TO:**  
**THE HUMAN RESOURCE MANAGER**  
**Private Bag X0047**  
**Pongola**  
**3170**

2021/12/07  
DATE

**POST** : PROFESSIONAL NURSE GENERAL STREAM WITH MIDWIFERY  
**REFERENCE NO** : ITSH 20 / 2021  
**CENTRE** : ITSHELEJUBA HOSPITAL  
**NUMBER OF POST** : 01  
**NOTCH** : GRADE 1: R260 760.00 PER ANNUM  
**EXPERIENCE** : One year experience, where applicable completion of Community service  
: GRADE 2: R320 703.00 PER ANNUM  
**EXPERIENCE** : A Minimum of 10 years appropriate recognisable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing  
**OTHER BENEFITS** : 12% Rural allowance of Basic: salary, 13th Cheque, Housing Allowance (Employee must meet prescribed requirement) and Medical Aid (Optional).

#### **MINIMUM REQUIREMENTS**

- Senior Certificate/ Grade 12 or Equivalent qualification
- Basic R 425 qualification i.e. Degree/National Diploma in general nursing or equivalent qualification that allows registration with the South African Nursing Council as a Registered Nurse and Midwife/ accoucher.
- Current registration with SANC 2021 receipt
- Registration Certificate with SANC as a General Nurse and Midwifery.

#### **RECOMMENDATION:**

- Trained on CTOP would be added advantage or to be willing to be trained on CTOP and provide the service.

**NB. Proof of work experience signed by Human Resource section must be attached.**

#### **KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Knowledge of nursing care processes and procedure, nursing status and other relevant legal frameworks.
- Knowledge and experience of Public Service Policies and Regulations.
- Sound Management and negotiation skills. Knowledge of Labour Relations.
- Clinical Competences.
- Good verbal and written communication and report writing skills.

#### **KEY PERORMANCE AREAS**

- Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care).
- Implement standards, practices, criteria and indicates for quality nursing (quality of practice).
- Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care.

- Provide women/maternal health services, as delegated.
- Maintain a constructive working relationship with nursing and other stakeholders.
- Utilise human material and physical resources effectively :-
- Provide optimal holistic specialised nursing care with set standards and within a professional/legal framework.
- Participate in training and research.
- Provide support to nursing services.
- Maintain professional growth/ethical standards and self-development.
- Work as part of the multidisciplinary team to ensure good nursing care..
- Implement infection prevention and control and quality service delivery.
- Do clinical audits to patients' records.
- Ensures the effective and efficient control of surgical sundries, pharmaceutical equipment and miscellaneous stores.
- Participate in achieving targets on clinical programmes.

**ENQUIRIES: All enquiries should be directed to Ms JN Mthenjana contact detail: 034 413 4000**

**CLOSING DATE FOR APPLICATIONS: 31 DECEMBER 2021**


Name of Institution\* : ITSHELEJUBA HOSPITAL NURSING

2021 - 10-01

Post Title	Date Vacated	Post Level	Total Salary Package (including all allowances for OSD and non-SMS posts)	Number of Posts Within The Same Unit That are reporting directly to This post to be Filled		Supervisor of Post- Filled/ Vacant	2021/ 2022 To Be Paid Till March 2022 (Based on all currently filled)
				Filled	Vacant		
PROF NURSE GENERAL STREAM	2021.08.03	7	R 256 905.00	6	1	FILLED	
ARV & TB CLINIC	PROMOTION						
	DLANGAMANDLA PP						
	TOBOLSK CLINIC						
	ITSHELEJUBA HOSPITAL						
				2020/ 2021		2021/ 2022	
				As at 2021/03/31	Total Annual Allocation	Paid To Date	
				R 8 807 144.81	R 8 839 000.00	R 8 522 416.49	
All Salary Costs (Employee + Employer)							
Committed Overtime							
Normal Overtime							
Uniform Allowance							
Rural Allowance							
Night Duty Allowance							
Danger Allowance							
Other Remuneration Related							
Annual Cost of Living Adjustments (@ 7.3%, if not already included in salaries)							
Pay Progression (@ 1.5% if not already included in salaries)							
TOTAL Compensation of Employees							
Total Available COE Budget							
						R0.00	
						R316 583.51	
						MINUS - 395,876	

Fields marked (\*) are compulsory

Date : 06/09/2021

Signature :   
Chief Executive Officer  
Mrs. TM Vlakazi


- Post vacated 02/08/2021

8,839,000  
4,517,438  
9,254,876

NAME OF FACILITY : ITSHELEJUBA HOSPITAL  
POST TITLE :PROFESSIONAL NURSE GENERAL STREAM(ARV & TB CLINIC)  
DATE VACATED: 2021/08/03

Recommended/ Not recommended

Date: 22/08/2021

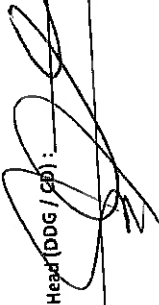
Signature :   
District Director : Zolulana Health District  
Mr. SV Vilakazi

RATIFICATION BY HEAD OF CLUSTER:

REQUEST APPROVED /NOT APPROVED

COMMENTS:

Subject to availability of funds

Cluster Head (DDG / CD) :   
Date: 18/10/2021

