



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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Private Bag X X20034, Empangeni, 3880

Physical Address: Corner of 2nd Lood Avenue and Chrome Crescent, Empangeni rail ,3910

Tel: 035 787 6205 Fax: 035 787 0649

DIRECTORATE:

KING CETSHWAYO DISTRICT OFFICE

HUMAN RESOURCES MANAGEMENT
SERVICES

Enquiries: Mr Z.P.Ndlela

Reference: HRM 4/1/1

**TO: HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS
ALL EMPLOYEES
COMMUNITY MEMBERS**


VACANCIES IN THE DEPARTMENT OF HEALTH: KING CETSHWAYO DISTRICT OFFICE

CIRCULAR MINUTE: KCD OFFICE 02/2024

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

DIRECTIONS TO CANDIDATES: -

1. Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed.
2. Reference Number must be indicated in the column provided on the form Z.83.
3. Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies of identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only.
4. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted.
5. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
6. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.

We welcome applications from persons with disAbilities 

7. “Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address KingcetshwayoDistrictHealth.HRJobApplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs.”

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

CLOSING DATE FOR APPLICATIONS IS: 05 APRIL 2024



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Applications should be forwarded to:

The District Director

King Cetshwayo Health District Office

Private Bag x 20034

EMPANGENI

3880 (ATTENTION: Mr MTR Nzuza)

or

Hand Deliver to:

2 Lood Avenue

Kuleka

Empangeni Rail

Email: Kingcetshwayo.HRJobapplication@kznhealth.gov.za

Original Signed by

ACTING DISTRICT DIRECTOR



POST : CLINICAL PROGRAMME CO-ORDINATOR (TB COORDINATOR)

NO. OF POSTS : ONE (01)

CENTRE : KING CETSHWAYO DISTRICT OFFICE

REFERENCE : KCD 02/2024

SALARY : R497 193.00 – R559 686.00 per annum

ALLOWANCES : 13TH CHEQUE
MEDICAL AID SUBSIDY (Optional)
HOUSING ALLOWANCE (employee must meet prescribed requirements)

MINIMUM REQUIREMENTS FOR THE POST:

- Matric Certificate or Grade 12 (Senior Certificate)
- Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse
- Minimum of 7 years appropriate/ recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing
- Current registration with SANC (2024)
- Valid Drivers' Licence
- Attach proof of working experience endorsed by Human Resource

RECOMMENDATIONS

- A post basic qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care
- Knowledge of Tier.net and EDRweb electronic register/database

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Project management, facilitation, good communication, interpersonal and presentation skills
- Ability to do PowerPoint presentation and report writing abilities.
- Empathy, counselling skills and knowledge.
- Project Management Skills
- Financial Management Skills
- Ability to make independent decisions, priorities issues and other work related matters, work under pressure and meeting the set targets
- Proven initiative, decisiveness and the ability to acquire new knowledge swiftly.
- Ability to work under pressure and meeting the set targets.

KEY PERFORMANCE AREAS:

- Coordinate and facilitate planning for TB programme in the District.
- Monitor the implementation of strategies contained in the health programme plan.
- Oversee the reporting of notifiable Medical Condition by all institution and TB control programme in the District.
- Liaison with government and NGOs on issues relating to TB control programme.
- Ensure good working relations with all role players and relevant stakeholders.
- Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialist.
- Participate in an Operation Sukuma Sakhe Programmes.
- Provide support and mentoring to facilities within the District.

ENQUIRIES : **MR MN MBATHA** **TEL NO:** **035 787 6203**
CLOSING DATE : **05 APRIL 2024**



POST	:	CLINICAL NURSE PRACTITIONER GRADE 1/2 (HIGH TRANSMISSION AREA)
NO. OF POSTS	:	SIX (06)
CENTRE	:	KING CETSHWAYO DISTRICT 1 x UMLALAZI SUB-DISTRICT (ESHOWE HOSPITAL) 3 X UMHLATHUZE SUB-DISTRICT (NGWELEZANA HOSPITAL) 2 X MTHONJANENI SUB-DISTRICT
REFERENCE	:	KCD 03/2024
SALARY	:	GRADE 1: R431 265. 00 - R497 193.00 per annum GRADE 2: R528 696.00 – R695 720.00 per annum
ALLOWANCES	:	13 TH CHEQUE MEDICAL AID SUBSIDY (Optional) HOUSING ALLOWANCE (employee must meet prescribed requirements)

MINIMUM REQUIREMENTS FOR THE POST:

GRADE 1

- Matric Certificate or Grade 12 (Senior Certificate)
- Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse
- A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care
- Minimum of 4 years appropriate/ recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing
- Current registration with SANC (2024)
- Attach proof of working experience endorsed by Human Resource

GRADE 2

- Matric Certificate or Grade 12 (Senior Certificate)
- Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse
- A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care
- Minimum of 14 years appropriate/ recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing
- At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care
- Current registration with SANC (2024)
- Attach proof of working experience endorsed by Human Resource

RECOMMENDATIONS

- Valid Drivers' Licence C1 and Professional Driving Permit
- Computer Literacy MS Office Software Applications (certificate or proof of competency to be attached on the application)

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:



- Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc.
- Leadership, organizational, decision making and problem solving, conflict handling and counseling.
- Good listening and communication skills,
- Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community.
- Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock.
- Assist in orientation, induction and monitoring of all nursing staff and support staff..
- Provide direct and indirect supervision and guidance of all nursing and support staff
- To provide nursing care that leads to improved health service delivery
- Execute duties and functions with proficiency and perform duties according to scope of practice.
- Implement infection control standards and practices to improve quality of nursing care.
- Ensure proper implementation of National Core Standards, quality and clinical audits.
- Improve the Knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing.
- Maintain a constructive working relationship with nursing and other stakeholders.
- Supervision of patients' reports and intervention, keeping a good valid record on all client interventions.
- Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.
- Ability to plan and organize services and that of support personnel to ensure proper care
- Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care.
- Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net Assist with capturing patients on patient registration (HPRS) system.
- Support the realization and maintenance of Ideal Clinic Programmes.
- Coordinate and manage the provision of the services to manage COVID 19 pandemic.

KEY PERFORMANCE AREAS:

- Provision of quality nursing care through implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof
- Participate in quality improvement programmed and clinical audits
- Identify risks and develop risk management systems for patient care
- Provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and safety act and all other applicable prescripts
- Maintain accurate and complete patient records according to the legal requirement.
- Exercise control over discipline, grievance and labour relations related issues in line with laid down policies and procedures of managing workplace discipline
- Manage and supervise effective utilization of all allocated resources
- Implement and monitor infection prevention and control protocols
- Provision of effective and efficient information management systems
- Maintain constructive working relations with nursing and other members of the multidisciplinary team

ENQUIRIES : MR MN MBATHA TEL NO: 035 787 6203

CLOSING DATE : 05 APRIL 2024