TO HEADS OF ALL DEPARTMENTS IN THE KZN PROVINCIAL ADMINISTRATION
VACANCY IN THE DEPARTMENT OF HEALTH: KING EDWARD V111 HOSPITAL: DURBAN

CIRCULAR MINUTE KE 48/2019

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 district offices. Institutions must notify all candidates who qualify for the post 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:
   • Application for Employment Form (Form Z83), which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za
   • Certified copies of Highest Educational Qualifications and Professional Registration certificates – not copies of certified copies.
   • Updated Curriculum Vitae with certificates of service.
   • Certified copy of Identity Document.
   • Current paid up receipt with the registration body.

2. The Reference Number must be indicated in the column provided on the form Z83, e.g. HRM 49/2019.

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

3. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However, all shortlisted applicants will be advised of the outcome of their applications, in due course.

4. The appointment are subjected to positive outcome obtained from the State Security Agency(SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship verification of Educational Qualifications SAQA, verification of previous experience from employers and verification from the company intellectual Property Commission (CIPC)

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

(This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representantivity in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying

CLOSING DATE: 18 OCTOBER 2019

ORIGINAL SIGNED BY THE CEO 16.09.2019

CHIEF EXECUTIVE OFFICER DATE
POST: PROFESSIONAL NURSE SPECIALITY GRADE 1 & 2 (ICU)
NO. OF POSTS: 02
CENTRE: KING EDWARD VIII HOSPITAL
DEPARTMENT: ICU
REF. NO.: HRM 49/2019
SALARY & EXP:
Gr. 1: R 383 226.00 – R 444 276.00 per annum
A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing plus one year Post basic qualification in Trauma Specialty
Gr. 2: R 471 333.00 – R 579 696.00 per annum
Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification (Specialty) in the ICU specialty. Diploma in Midwifery.

OTHER BENEFITS: MEDICAL AID (OPTIONAL), HOUSING ALLOWANCE: EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS

MINIMUM REQUIREMENTS:
- Matric/Senior Certificate or equivalent qualification
- Degree / Diploma in General Nursing
- Registration with S.A.N.C. as a General Nurse and Specialty Nurse
- One year Post Basic registration Degree/Diploma in Critical Care/Nephrology plus 4 years appropriate /recognizable registration experience as a General Nurse.
- Proof of current registration with SANC

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:
- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework.
- Good communication skills-verbal and written
- Co-ordination and liaison skills
- Problem solving skills

KEY PERFORMANCE AREAS:
- Assist in planning/organizing and monitoring of objectives of the specialized unit.
- Provide a therapeutic environment for staff, patients and public.
- Provide comprehensive, quality nursing care
- Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level.
- Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital
- Assist with allocation/change list, day and night duty rosters and inputs for leave
- Assist in record keeping and provide statistical information on training and staffing
- To assist in EPMDS evaluation of staff and implement EAP.
- Assist in orientation, induction and monitoring of all nursing staff
- To complete patient related data and partake in research.
- Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty.
- To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift
- To partake in overall specialized unit functions, i.e. team building
- Effective and efficient management of all resources
- Liase with professional Nurse in charge in Surgical high care/renal unit.
- Allocation of Staff on day and night duty within the Directorate in rotational basis.
- To nurse a critically ill patient who is ventilated, on hemodialysis and continuous-veno venous haemodialysis.
- To nurse all types of patients regardless of diagnoses according to disease profile within the directorate.
- To nurse a paediatric ventilated/high care patient in ICU within directorate.
- Maintain Professional growth/ethical standard and self-development.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
POSTS: PROFESSIONAL NURSE SPECIALITY GRADE 1 & 2 IN TRAUMA (MEDICAL AND SURGICAL)

NO. OF POSTS: 03
CENTRE: KING EDWARD VIII HOSPITAL
DEPARTMENT: MEDICAL EMERGENCY
REF. NO.: HRM 50/2019
SALARY & EXP:
Gr. 1: R 383 226.00 – R 444 276.00 per annum
   A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Trauma Specialty with Diploma in Midwifery.

Gr. 2: R 471 333.00 – R 579 696.00 per annum
   A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification (Specialty) in Trauma

OTHER BENEFITS:
MEDICAL AID (OPTIONAL), HOUSING ALLOWANCE: EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS

MINIMUM REQUIREMENTS:

- Matric/Senior Certificate or equivalent qualification
- Degree / Diploma in General Nursing
- Registration with S.A.N.C. as a General Nurse and Specialty Nurse
- One year Post Basic registration Degree/Diploma in Trauma plus 4 years appropriate / recognizable registration experience as a General Nurse.
- Proof of current registration with SANC.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework.
- Good communication skills-verbal and written
- Co-ordination and liaison skills
- Problem solving skills

KEY PERFORMANCE AREAS:

- Assist in planning/organizing and monitoring of objectives of the specialized unit.
- Provide a therapeutic environment for staff, patients and public.
- Provide comprehensive, quality nursing care
- Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level.
- Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital
- Assist with allocation/change list, day and night duty rosters and inputs for leave
- Assist in record keeping and provide statistical information on training and staffing
- To assist in EPMDS evaluation of staff and implement EAP.
- Assist in orientation, induction and monitoring of all nursing staff
- To complete patient related data and partake in research.
- Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty.
- To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift
- To partake in overall specialized unit functions, i.e. team building
- Effective and efficient management of all resources
- Liaise with professional Nurse in charge in Surgical Medical Emergency Unit
- Allocation of Staff day and night within the Directorate on rotational basis
- To nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring
- To nurse all types of patients regardless of diagnoses according to disease profile within the directorate.
- To nurse a paediatric ventilated/medical patient for close monitoring
- To lead in resuscitation of critical patients

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- To be well versed with labour relations procedures
- To be well versed with disaster management procedures
- To implement national core standards and formulate quality improvement plans and projects to improve quality of care.
- To be knowledgeable about management of risks in a trauma unit and forensic nursing.

ENQUIRIES: Mr. BB KHOZA
TELEPHONE: (031) 360 3026

CLOSING DATE: 18 OCTOBER 2019

HAND DELIVERED APPLICATIONS SHOULD BE POSTED IN TO THE RED BOX MARKED “APPLICATIONS” NEXT TO THE ATM IN THE ADMINISTRATION BUILDING

Please forward applications to:

HUMAN RESOURCE MANAGER
KING EDWARD VIII HOSPITAL
Private Bag X02
CONGELLA
4013

ATTENTION: Ms. N.P. Ngaleka

ORIGINAL SIGNED BY THE CEO 16.09.2019

CHIEF EXECUTIVE OFFICER DATE

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