



Enquiries : Mrs. N.J. Garib
Circular Minute No. : KE 57/2021
Date : 9 December 2021

TO HEADS OF INSTITUTIONS

**VACANCY-DEPARTMENT OF HEALTH: KING EDWARD VIII HOSPITAL COMPLEX, DURBAN
PROFESSIONAL NURSE SPECIALITY (ICU) CRITICAL CARE DIRECTORATE X 2 POSTS
PROFESSIONAL NURSE SPECIALITY (TRAUMA) X 4 POSTS
CLOSING DATE: 14 JANUARY 2022**

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:
 - (a) Application for Employment Form (Form Z83), which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za
 - (b) Certified copies of – (not copies of certified copies)
 - i. **Education Qualification Certificates as per post advert minimum requirements**
 - ii. **Professional Registration Certificates**
 - iii. **Proof of current annual registration**
 - iv. **Identity Document**
 - v. **Proof of evaluation & results by the South African Qualifications Authority (SAQA) for qualifications obtained outside South Africa**
 - vi. **Certificates of service from previous employer for relevant experience mentioned on the Curriculum Vitae**
 - (c) Updated Curriculum Vitae
2. The reference number must be indicated in the column provided on the form Z83, e.g. HRM /2021
3. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. **Should you not have been contacted within 90 days of the outcome, kindly consider yourself as being unsuccessful.**
4. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC).
5. Please note that due to financial constraints no travel (S&T) claims will be considered for payments to candidates that are invited for the interview.

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

(We are an equal opportunity, affirmative action institution, whose aim is to promote representativity in all levels of all our occupational categories. Persons with disabilities and African Males are encouraged to apply. Please note that other race groups are also not restricted from applying)

original signed by CEO

2021.12.10

CHIEF EXECUTIVE OFFICER

DATE

POST : PROFESSIONAL NURSE SPECIALITY GRADE 1 (ICU)
NO. OF POSTS : 02
REFERENCE NO. : HRM 87/2021
CENTRE : KING EDWARD VIII HOSPITAL COMPLEX (CRITICAL CARE)
SALARY NOTCH : GR 1: R 388 974.00 - R 450 939.00 per annum
A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General nurse plus 1 year post basic qualification in Critical care
OTHER BENEFITS :13TH CHEQUE, MEDICAL AID (OPTIONAL), HOME OWNER ALLOWANCE ON APPLICATION 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 plus 4 years appropriate / recognizable registration experience as a General Nurse.
- Proof of current registration with SANC

RECOMMENDATIONS

- Computer Literacy
- Driver's License

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 EPMSD 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 high care
- Allocation of Staff within the Directorate on 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 pediatric ventilated/ high care patient in ICU for close monitoring.
- Maintain professional growth/ethical standard and self-development.
- Haemodialysis of patients within the facility (King Edward VIII Hospital).

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- KINDLY RETURN **ALL DOCUMENTATION** WHEN REPLYING

ENQUIRIES: MS. N.P. NGCOBO

TEL: 031 360 3026

CLOSING DATE: 14 JANUARY 2022

HAND DELIVERED APPLICATIONS SHOULD BE POSTED INTO THE RED BOX, NEXT TO THE ATM IN THE ADMIN. BUILDING

Please forward applications to:

HUMAN RESOURCE MANAGER
King Edward VIII Hospital
Private Bag X02
Congella
4013

ATTENTION: Mrs. N.J. Garib

Original signed by CEO

2021.12.10

CHIEF EXECUTIVE OFFICER

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POST : PROFESSIONAL NURSE SPECIALITY GRADE 1 (TRAUMA)
NO. OF POSTS : 04
REFERENCE NO. : HRM 88/2021
CENTRE : KING EDWARD VIII HOSPITAL COMPLEX (CRITICAL CARE)
SALARY NOTCH : GR 1: R 388 974.00 - R 450 939.00 per annum
A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General nurse plus 1 year post basic qualification in Trauma specialty
OTHER BENEFITS : 13TH CHEQUE, MEDICAL AID (OPTIONAL), HOME OWNER ALLOWANCE ON APPLICATION 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.

RECOMMENDATIONS: Computer Literacy

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
- Allocation of Staff 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 diagnosis according to disease profile within the directorate
- To nurse a pediatric ventilated/medical patient for close monitoring
- To lead in resuscitation of critical patients.
- To be well versed with labor 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

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