



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Postal Address Private Bag X808 Melmoth 3835

Physical Address: KwaMagwaza Mission

Tel: 035 450 8334 Fax: 035 450 8229
www.kznhealth.gov.za

KWAMAGWAZA HOSPITAL HUMAN RESOURCE MANAGEMENT

Email address: lindile.khumalo@kznhealth.gov.za

Enquiries : Mr N.J Ngcobo
Date : 2024.01.12


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

VACANCIES IN THE DEPARTMENT OF HEALTH: KWAMAGWAZA DISTRICT HOSPITAL CIRCULAR MINUTE: KH01/2024

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. Employment Equity Target for all advertised posts is African Male,

We welcome applications from persons with disAbilities 

7. Please note that due to financial constraints, no S&T and no Resttlemnt claims will be paid
8. "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 KwaMagwazaHospital.JobApp@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: 01 February 2024

Applications should be forwarded to:

The Assistant Director : HRM
KwaMagwaza District Hospital
Private Bag x 808
MELMOTH
3835 (ATTENTION: Mr E.S. Mchunu)

or

Hand Deliver to:
KwaMagwaza Road
KwaMagwaza Mission
Melmoth

Email: KwaMagwazaHospital.HRJobApplications@kznhealth.gov.za

ORIGINAL SIGNED BY

CHIEF EXECUTIVE OFFICER
KWAMAGWAZA DISTRICT HOSPITAL



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

POST : CLINICAL NURSE PRACTITIONER GRADE 1-2
REFERENCE NO : KH 01/2024
NUMBER OF POST : 01
INSTITUTION : KWAMAGWAZA HOSPITAL
CENTRE : MOBILE CLINIC
REMUNERATION : GRADE1 R431 265.00 TO R497 193.00 PER ANNUM
: GRADE2 R528 696.00 TO R645 720.00 PER ANNUM
BENEFITS : 8%INHOSPITABLE ALLOWANCE OF BASIC SALARY, PRESCRIBED,
HOUSING ALLOWANCE,13THCHEQUE, MEDICAL AID (OPTIONAL),
(EMPLOYEE MUST MEET REQUIREMENTS).

MINIMUM REQUIREMENTS FOR THESE POSTS:

GRADE 1:

- Grade 12/Senior Certificate, Basic R425 qualification (i.e. Diploma/Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse that allows registration with SANC as a Professional Nurse.
- One year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC).
- Current registration with the SANC (2024) as a Professional Nurse.
- A minimum of 4years appropriate or recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
- Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates

GRADE 2:

- Grade 12/Senior Certificate, Basic R425 qualification (i.e. Diploma/Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse
- A minimum of fourteen (14) years actual service and /or appropriate/recognizable experience after registration as professional Nurse with the SANC in General Nursing.
- At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant specialty.
- Proof of current and previous experience endorsed by Human Resource Department (not certificate of service)

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Knowledge and experience of Public Service Policies, Acts and Regulations
- Sound Management, negotiation, inter-personal and problem solving skills.
- Good verbal and written communication skills
- Knowledge of Labour Relations and disciplinary procedures
- Clinical competencies
- Knowledge of nursing care delivery approaches
- Analytical thinking, decision –making and conflict management skills

KEY PERFORMANCE AREAS

- Will responsible for health promotion and diseases prevention.
- Management of STI's, TB and HIV in line with the prescribed guidelines.
- Collaboration with the district supporting partners in rendering health care services.
- Monthly ordering of resources including material drugs and other assets.
- Participation in ideal clinic realization, management of PSI's and complaints.
- Effective implementation of health care process in order to ensure the provision of quality health care and reduction of awaiting times.
- Implementation of contemporary health systems e.g. HPRS, SYNC,TIER.NET and WebDHIS

CLOSING DATE: 02 FEBRUARY 2024

NB: Preference will be given to African Male and people with disabilities.



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

POST : PROFESSIONAL NURSE GENERAL STREAM (GRADE 1-2)
REFERENCE NO. : KH 02/2024
NO. OF POSTS : 01
CENTRE : FEMALE WARD
SALARY : GRADE1 R293 670.00 – R337 860.00 PER ANNUM
GRADE2 R358 626.00 – R409 275.00 PER ANNUM
OTHER BENEFITS : 8% INHOSPITABLE ALLOWANCE OF BASIC SALARY, 13TH CHEQUE
SALARY, 13TH CHEQUE, MEDICAL AID (OPTIONAL), HOME OWNER'S
ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)

GRADE 01

MINIMUM REQUIREMENTS

- Grade 12/Senior Certificate. Basic R425 qualification (i.e. Diploma/Degree in General Nursing with Midwifery & Psychiatry) or Equivalent qualification that allows registration with the SANC as Professional Nurse with Midwifery & Psychiatry
- Current registration (2024) with the SANC as a Professional Nurse.
- Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates

GRADE 02

MINIMUM REQUIREMENTS

- Grade 12 / Senior Certificate.
- Degree / Diploma in General Nursing and Midwifery & Psychiatry.
- Registration with South African Nursing Council as Professional Nurse and Midwifery.
- Current SANC receipt.
- A minimum ten (10) years appropriate / recognisable experience after registration with SANC as Professional Nurse and Midwifery.
- Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Knowledge of nursing care processes and procedures.
- Knowledge of nursing statutes and other relevant legislative frameworks.
- Knowledge of Health Care Service delivery.
- Knowledge of disciplinary codes and procedures.
- Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho-Pele principles, Public Service Regulations and Labour Relations Act.
- Knowledge of basic / standard management principle of approach.
- The ability to function well with a team.
- Sound communication, interpersonal, counselling and time management skills.

KEY PERFORMANCE AREAS

- Takes report from the outgoing shift and handover to the incoming shift.
- Ensure proper handing and control of drugs during her shift and during changing of shifts.
- Manages unit in the absence of operational manager.
- Assist doctor during ward rounds and carry out orders.
- Provide therapeutic environment for staff, patients and public.
- Drafts off duties of staff and support them in execution of holistic delivery.
- Liaise and communicate with the multi-disciplinary team with the hospital.
- Writes allocation of duties and delegates on day-to-day basis for both day and night staff.
- Assist in record keeping and providing statistical information on training of staff.
- To order and monitor levels of consumables according to norms and standards.
- To check all equipment for functional and refer those who need repairs.
- Do daily emergency trolley checking and replenishment.
- To complete patient related data in relevant tools e.g. Nerve centre, midnight statistics.
- To maintain professionalism and ethics in the department.
- Ensure provision of basic nursing care is done in the ward, reports to senior management and challenges of staff shortage.

ENQUIRIES: Mrs Z. Mthembu 035-450 8294

CLOSING DATE: 02 February 2024

Preference will be given to African male and people with disabilities.