



KwaMagwaza Mission  
Private Bag X 808, Melmoth 3835  
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[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

**HUMAN RESOURCES  
MANAGEMENT**

Enquiries: Ms L. Khumalo  
Date : 2021/12/08

**TO HEADS OF ALL DEPARTMENTS IN THE KWAZULU NATAL PROVINCIAL ADMINISTRATION  
VACANCIES IN THE DEPARTMENT OF HEALTH  
CIRCULAR MINUTE**

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 regional/ district offices. Institutions must notify all employees who qualify for posts in this circular minute even if they are absent from their normal places of work.

All applications should be forwarded to: **The Chief Executive Officer, KwaMagwaza Hospital, Private Bag X 808 MELMOTH, 3835** for the attention of Human Resource Manager or to be hand delivered at Human Resource Section.

**DIRECTIONS TO CANDIDATES**

1. The following documents must be submitted:-
  - (a) Application for Employment Form (Form Z83), obtainable from any Public Service Department OR from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za).
  - (b) Comprehensive Curriculum Vitae, certified copies of identity document, educational qualification and professional registration certificates-not copies of certified copies
  - (c) Emailed and faxed applications will not be accepted
2. Persons with disabilities should feel free to apply for the post
3. 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.
4. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA citizens/Permanent Resident/work Permit holders must submit a documentary proof together with their applications.
5. Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.
6. 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.
7. Failure to comply with the above instructions will result to your application being disqualified
8. Due to financial constraints S&T will not be paid to candidates

Closing date for all applications is **28 January 2022**

**Original signed by CEO**

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**CHIEF EXECUTIVE OFFICER  
KWAMAGWAZA HOSPITAL**

**POST** : OPERATIONAL MANAGER SPECIALTY (GRADE 1)  
**REFERENCE NO** : KH 18/2021  
**NUMBER OF POSTS** : 01  
**INSTITUTION** : KWAMAGWAZA HOSPITAL  
**CENTRE/SECTION** : GATEWAY CLINIC  
**REMUNERATION** : R571 242.00 – R642 933.00 PER ANNUM  
**BENEFITS** : 8% INHOSPITABLE ALLOWANCE OF BASIC SALARY, 13<sup>TH</sup> CHEQUE, MEDICAL AID (OPTIONAL), HOME OWNERS ALLOWANCE, (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)

### **MINIMUM REQUIREMENTS**

- Grade 12/ Senior Certificate
- Degree/Diploma in General Nursing and Midwifery plus one (1) year post –basic nursing qualifications in Clinical Nursing Science Health Assessment, Treatment and Care (PHC).
- Current registration with SANC (2021) as General Nurse and Primary Health Care.
- A minimum of 9 (nine) years appropriate /recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing, of which at least five (5) years must be appropriate/recognizable PHC experience after obtaining a one (1) year post basic qualification in PHC
- Proof of current and previous experience endorsed by Human Resource Department (not certificate of service.)

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

- In depth knowledge of nursing legislation, related legal and ethical nursing practices, Public service policies and other Health related prescripts
- Knowledge of quality norms and standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patient Right Charter and Batho Pele Principles.
- Leadership, organizing, decision –making, problem solving.
- Computer literacy to enhance service delivery
- Time and conflict management skills
- Report writing skills
- Communication skills to enhance team work
- Human Resource and Financial Management

### **KEY PERFORMANCE AREAS**

- Management of the Clinic and staff.
- Assist Doctor during Clinic visits.
- Assist in track and tracing of early missed, late missed and defaulters of chronic treatment.
- Provide Clinical assessment, diagnosis, treatment and care of all clients visiting the Clinic.
- Report all medication using Synch.
- Maintain ICSRM and OHSC status of the Clinic and improve for better results.
- Data management and analysis including data clean up if needed.
- Improve Clinical program outcomes.
- Maintain disciplinary processes including consequence management.
- Give health education to clients on adherence to treatment.
- Audit Clinical records by analyzing data.
- Implement quality improvement plans for audits done.

**ENQUIRIES: Mrs P.D. Buthelezi:**

**035 450 8256**

**CLOSING DATE: 28 January 2022**

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

**POST** : OPERATIONAL MANAGER SPECIALTY (GRADE 1)  
**REFERENCE NO** : KH 19/2021  
**NUMBER OF POSTS** : 01  
**INSTITUTION** : KWAMAGWAZA HOSPITAL  
**CENTRE/SECTION** : MOBILE CLINIC  
**REMUNERATION** : R571 242.00 – R642 933.00 PER ANNUM  
**BENEFITS** : 8% INHOSPITABLE ALLOWANCE OF BASIC SALARY, 13<sup>TH</sup> CHEQUE, MEDICAL AID (OPTIONAL), HOME OWNERS ALLOWANCE, (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)

#### **MINIMUM REQUIREMENTS**

- Grade 12/ Senior Certificate
- Degree/Diploma in General Nursing and Midwifery plus one (1) year post –basic nursing qualifications in Clinical Nursing Science Health Assessment, Treatment and Care (PHC).
- Current registration with SANC (2021) as General Nurse and Primary Health Care.
- A minimum of 9 (nine) years appropriate /recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing, of which at least five (5) years must be appropriate/recognizable PHC experience after obtaining a one (1) year post basic qualification in PHC
- Proof of current and previous experience endorsed by Human Resource Department (not certificate of service.)

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

- In depth knowledge of nursing legislation, related legal and ethical nursing practices, Public service policies and other Health related prescripts
- Knowledge of quality norms and standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patient Right Charter and Batho Pele Principles.
- Leadership, organizing, decision –making, problem solving.
- Computer literacy to enhance service delivery
- Time and conflict management skills
- Report writing skills
- Communication skills to enhance team work
- Human Resource and Financial Management

#### **KEY PERFORMANCE AREAS**

- Management of the Clinic and staff.
- Assist Doctor during Clinic visits.
- Assist in track and tracing of early missed, late missed and defaulters of chronic treatment.
- Provide Clinical assessment, diagnosis, treatment and care of all clients visiting the Clinic.
- Report all medication using Synch.
- Maintain ICSRM and OHSC status of the Clinic and improve for better results.
- Data management and analysis including data clean up if needed.
- Improve Clinical program outcomes.
- Maintain disciplinary processes including consequence management.
- Give health education to clients on adherence to treatment.
- Audit Clinical records by analyzing data.
- Implement quality improvement plans for audits done.

**ENQUIRIES: Mrs P.D. Buthelezi:**

**035 450 8256**

**CLOSING DATE: 28 January 2022**

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

**POST** : **CLINICAL NURSE PRACTITIONER (GRADE1-2)**  
**REFERENCE** : **KH 20/2021**  
**NUMBER OF POSTS** : **02**  
**INSTITUTION** : **KWAMAGWAZA HOSPITAL**  
**CENTRE/SECTION** : **YANGUYE CLINIC X2**  
**SALARY** : **GRADE 1 R388 974.00-R450 939.00 PER ANNUM**  
**GRADE 2 R478 404.00-R588 390.00 PER ANNUM**  
: **8% INHOSPITABLE ALLOWANCE OF BASIC SALARY, 13<sup>TH</sup>**  
**CHEQUE, MEDICAL AID (OPTIONAL), HOME OWNERS**  
**ALLOWANCE, (EMPLOYEE MUST MEET PRESCRIBED**  
**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 (2021) 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).

**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**

- Assist Operational Manager in management of the clinic.
- Assist Doctor during Clinic visits
- Assist in track and tracing of early missed, late missed and defaulters of chronic treatment.
- Provide clinical assessment, diagnosis, treatment and care of all clients visiting the clinic.
- Report all medication using Synch.
- Give health education to clients on adherence to treatment.
- Audit clinical records by analyzing data
- Implement quality improvement plans for audits done
- Implement EPMDS as per circulars
- Provide In-service education to staff about labour related issues.

**ENQUIRIES: Mr MS Nkabinde:**

**035 450 8203**

**CLOSING DATE: 28 January 2022**

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

**POST** : **CLINICAL NURSE PRACTITIONER (GRADE1-2)**  
**REFERENCE** : **KH 21/2021**  
**NUMBER OF POSTS** : **01**  
**INSTITUTION** : **KWAMAGWAZA HOSPITAL**  
**CENTRE/SECTION** : **KWAMBIZA CLINIC**  
**SALARY** : **GRADE 1 R388 974.00-R450 939.00 PER ANNUM**  
**GRADE 2 R478 404.00-R588 390.00 PER ANNUM**  
**: 8% INHOSPITABLE ALLOWANCE OF BASIC SALARY, 13<sup>TH</sup>**  
**CHEQUE, MEDICAL AID (OPTIONAL), HOME OWNERS**  
**ALLOWANCE, (EMPLOYEE MUST MEET PRESCRIBED**  
**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 (2021) 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).

**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**

- Assist Operational Manager in management of the clinic.
- Assist Doctor during Clinic visits
- Assist in track and tracing of early missed, late missed and defaulters of chronic treatment.
- Provide clinical assessment, diagnosis, treatment and care of all clients visiting the clinic.
- Report all medication using Synch.
- Give health education to clients on adherence to treatment.
- Audit clinical records by analyzing data
- Implement quality improvement plans for audits done
- Implement EPMDS as per circulars
- Provide In-service education to staff about labour related issues.

**ENQUIRIES: Mr MS Nkabinde:**

**035 450 8203**

**CLOSING DATE: 28 January 2022**

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

**POST** : **PROFESSIONAL NURSE SPECIALTY GRADE1-2**  
**REFERENCE NO** : **KH 22/2021**  
**NUMBER OF POST** : **01**  
**INSTITUTION** : **KWAMAGWAZA HOSPITAL**  
**CENTRE** : **ANTENATAL AND GYNAECOLOGY WARD**  
**REMUNERATION** : **GRADE1 R388 974.00 - R450 939.00 PER ANNUM**  
**GRADE2 R478 404.00 - R588 390.00 PER ANNUM**  
**BENEFITS** : **8% INHOSPITABLE ALLOWANCE OF BASIC SALARY, 13<sup>TH</sup> CHEQUE, MEDICAL AID (OPTIONAL), (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS).**

**MINIMUM REQUIREMENTS FOR THESE POSTS:**

**GRADE1**

- 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 post basic nursing qualification (Maternity) with at least one (1) year accredited with the SANC
- Current registration (2020) with the SANC as a Professional Nurse.
- A minimum of four (4) years 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).

**GRADE2**

- 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 post basic nursing qualification (Maternity) with at least one (1) year accredited with the SANC
- Current registration (2020) with the SANC as a Professional Nurse.
- A minimum of fourteen (14) years actual service and or appropriate or recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least ten (10) years of this period must be appropriate/recognizable experience in Maternity after obtaining the relevant one (1) year post basic required for 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.
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**KEY PERFORMANCE AREAS**

- Admission of patients including screening and identification of problems of sick in antenatal patient.
- Supervision and delegation of duties for nurses working in antenatal and gynaecology unit.
- Monitoring of patients feto –maternal condition.
- Drawing nursing care plan for health promotions, self – care, treatment and rehabilitation.
- Administration of medication.
- Appropriate management of mothers that are HIV positive.
- Provision of Health education to mothers.
- Keeping of accurate record.
- Transfer mothers in active stage of labor to labor ward.
- Provide clear summary for discharged patients.

**ENQUIRIES: Mrs P.D Buthelezi**

**035 450 8256**

**CLOSING DATE: 28 January 2022**

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

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• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING

**POST** : PROFESSIONAL NURSE SPECIALTY GRADE1-2  
**REFERENCE NO** : KH 23/2021  
**NUMBER OF POST** : 02  
**INSTITUTION** : KWAMAGWAZA HOSPITAL  
**CENTRE** : LABOR WARD  
**REMUNERATION** : GRADE1 R388 974.00 - R450 939.00 PER ANNUM  
GRADE2 R478 404.00 - R588 390.00 PER ANNUM  
**BENEFITS** : 8% INHOSPITABLE ALLOWANCE OF BASIC SALARY, 13<sup>TH</sup> CHEQUE, MEDICAL AID (OPTIONAL), (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS).

**MINIMUM REQUIREMENTS FOR THESE POSTS:**

**GRADE1**

- 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 post basic nursing qualification (Maternity) with at least one (1) year accredited with the SANC
- Current registration (2020) with the SANC as a Professional Nurse.
- A minimum of four (4) years 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).

**GRADE2**

- 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 post basic nursing qualification (Maternity) with at least one (1) year accredited with the SANC
- Current registration (2020) with the SANC as a Professional Nurse.
- A minimum of fourteen (14) years actual service and or appropriate or recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least ten (10) years of this period must be appropriate/recognizable experience in Maternity after obtaining the relevant one (1) year post basic required for 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**

- Admission of patients including screening and identification of problems of sick labor ward.
- Supervision and delegation of duties for nurses working in labor wardt.
- Liaise and communicate with multi-disciplinary team and other stakeholders.
- Monitoring of patients in labor using partograph.
- Conducting deliveries and identifying risks.
- Rendering immediate care to mother newborn baby.
- Appropriate management of mothers that are HIV positive and their babies.
- Checking emergency trolley in labor ward and emergency box for mother going for caesarian sections.

**ENQUIRIES: Mrs P.D Buthelezi**

**035 450 8256**

**CLOSING DATE: 28 January 2022**

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