



KwaMagwaza Mission
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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.
 - (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 **31 December 2021**

Original signed by CEO

**CHIEF EXECUTIVE OFFICER
KWAMAGWAZA HOSPITAL**

POST : **PROFESSIONAL NURSE GENERAL STREAM GRADE 1,2&3**
REFERENCE NO : **KH 24/2021**
NUMBER OF POST : **01**
INSTITUTION : **KWAMAGWAZA HOSPITAL**
CENTRE : **ARV CLINIC**
REMUNERATION : **GRADE1 R260 760.00 – R302 292.00 PER ANNUM**
GRADE2 R320 703.00 - R368 307.00 PER ANNUM
GRADE3 R388 974.00 - R492 756.00 PER ANNUM
BENEFITS : **8% INHOSPITABLE ALLOWANCE OF BASIC SALARY, 13TH 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.
- Current registration (2021) with the SANC as a Professional Nurse.
- 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
- Current registration (2021) with the SANC as a Professional Nurse.
- A minimum of 10 years appropriate / 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).

GRADE3

- 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
- Current registration (2021) with the SANC as a Professional Nurse.
- A minimum of 20 years appropriate / 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).

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Basic knowledge of public health regulations
- Knowledge of nursing care, processes and procedures
- Knowledge of code of conduct and human resource policies.
- Supervisory skills, leadership and good communication skills

KEY PERFORMANCE AREAS

- Assist Clinical Nurse Practitioner in assessment of clients who qualify to other clinics or to CCMDD.
- Assist Doctor during clinic rounds
- Assist in track and tracing of early missed, late missed and defaulters of treatment.
- Provide therapeutic environment for all HAST clients
- Give health education to clients on adherence to treatment importance.
- Audit clinical records by analyzing data.
- Implement quality improvement plans for audits done.

ENQUIRIES: Mrs P.D Buthelezi

035 450 8256

CLOSING DATE: 31 December 2021

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

POST : **PROFESSIONAL NURSE GENERAL STREAM GRADE 1,2&3**
REFERENCE NO : **KH 25/2021**
NUMBER OF POST : **01**
INSTITUTION : **KWAMAGWAZA HOSPITAL**
CENTRE : **ANTENATAL AND GYNAECOLOGY WARD**
REMUNERATION : **GRADE1 R260 760.00 – R302 292.00 PER ANNUM**
GRADE2 R320 703.00 - R368 307.00 PER ANNUM
GRADE3 R388 974.00 - R492 756.00 PER ANNUM
BENEFITS : **8% INHOSPITABLE ALLOWANCE OF BASIC SALARY, 13TH 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.
- Current registration (2021) with the SANC as a Professional Nurse.
- 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
- Current registration (2021) with the SANC as a Professional Nurse.
- A minimum of 10 years appropriate / 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).

GRADE3

- 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
- Current registration (2021) with the SANC as a Professional Nurse.
- A minimum of 20 years appropriate / 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).

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Basic knowledge of public health regulations
- Knowledge of nursing care, processes and procedures
- Knowledge of code of conduct and human resource policies.
- Supervisory skills, leadership and good communication skills

KEY PERFORMANCE AREAS

- Admit sick antenatal women in the unit.
- Assist doctor during ward rounds.
- Provide therapeutic environment for pregnant women.
- Give health education to pregnant women.
- Audit clinical records by analyzing data.
- Implement quality improvement plans for audits done.

ENQUIRIES: Mrs P.D Buthelezi

035 450 8256

CLOSING DATE: 31 December 2021

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