TO: HEADS OF ALL DEPARTMENTS

VACANCIES IN LADYSMITH REGIONAL HOSPITAL

CIRCULAR MINUTE: LH 05/2020

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay 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 (Z83), which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za
   - Certified copy of Identity Document.
   - Updated Curriculum Vitae with full record of service.
   - Certified Copy of Highest Educational Qualifications

2. The Circular Minute Number must be indicated in the column provided on the Z83, e.g. HRM 2/2011.

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

3. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications).

4. Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful.

5. Ladysmith Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution.

6. Persons with disability are encouraged to apply.

9. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

10. ALL APPLICATIONS SHOULD BE FORWARDED TO:
    The Hospital Manager: Applications
    Ladysmith Hospital
    Private Bag X928
    LADYSMITH
    3370

Enquiries: Mrs. B.S Amod
Ref No: LH 05/2020
Date: 09 April 2020
VACANCY

POST : PROFESSIONAL NURSE GRADE 1/2 SPECIALITY (ICU)
CENTRE : LADYSMITH REGIONAL HOSPITAL
REFERENCE : NURS 11/2020
SALARY : GRADE 1: R 383 226.00 – R 444 276.00
          GRADE 2: R 471 333.00 – R 579 696.00
OTHER BENEFITS : 13th cheque, 8% inhospitable rural allowance, Medical Aid
                  (Optional) Housing allowance (employee must meet prescribed
                  requirements)

APPROPRIATE/RECOGNISABLE EXPERIENCE AFTER REGISTRATION IN THE SPECIALTY IS
RECOGNISED TO DETERMINE THE SALARY ON APPOINTMENT. ONLY CERTIFICATE/S OF SERVICE
FROM THE PREVIOUS EMPLOYER/S IN THE SPECIALTY IS RECOGNISED FOR THIS PURPOSE.

MINIMUM REQUIREMENTS

- Grade 12 (Senior Certificate) or equivalent
- Current Registration with SANC as a Professional Nurse 2020
- Diploma/Degree in nursing or equivalent qualification
- A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in
  Critical Care Nursing Science
- GRADE 1 : A minimum of 4 years appropriate/recognizable experience after registration with
  SANC as a General Nurse and after obtaining the one year Post Basic Qualification in
  Critical Care Nursing Science
- GRADE 2 : A minimum of 14 years appropriate/recognizable experience after registration
  with SANC as a General Nurse. At least 10 years of the period mentioned above must be
  appropriate/recognizable in Critical Care Nursing Science after obtaining the one year Post
  Basic Qualification in Critical Care Nursing Science
- Certificate of service endorsed by Human Resource department

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Demonstrate an understanding of nursing legislation and related legal and ethical nursing
  practices
- Perform a clinical nursing practice in accordance with the scope of practice and nursing
  standards as determined by the relevant health facility
- Demonstrate effective communication with patients, supervisors and other clinicians
  including report writing when required
- Work as part of the multi-disciplinary team to ensure good nursing care
- Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial
  or religious differences
- Able to plan and organize own work and that of support personnel to ensure proper nursing
  care
- Display a concern for patients promoting and advocating proper treatment and care including
  awareness and willingness to respond to patients needs requirements and expectations
  (Batho-Pele)

KEY PERFORMANCE AREAS

- Provide direction and supervision for the implementation of the nursing plan (clinical
  practice/quality patient care)
- Implement standards, practices, criteria and indicators for quality nursing (quality practice)
- Practice nursing and health care in accordance with laws and regulations relevant to nursing
  and health care
- Maintain a constructive working relationship with nursing and other stakeholders
- Utilize human, material and physical resources efficiently and effectively
- Perform clinical nursing practice in accordance with the scope of practice and nursing
  standards as determined by the Institution

Fighting Disease, Fighting Poverty, Giving Hope
Enquiries: Mrs. T.M. Buthelezi  Telephone: 036-6372111  Closing Date: 30 April 2020

Mr. B.L Msibi
Chief Executive Officer

Fighting Disease, Fighting Poverty, Giving Hope
VACANCY

POST : OPERATIONAL MANAGER GENERAL- GENERAL - OPD (1POST)

CENTRE : LADYSMITH REGIONAL HOSPITAL
REFERENCE : NURS 09/2020
SALARY : GRADE 1:R444 276.00 –R500 031.00 P.A
          GRADE 2:R515 040.00 – R579 696.00P.A
BENEFITS : 13th cheque, 8% inhospitable rural allowance, Medical Aid
           (Optional) Housing allowance (employee must meet prescribed
           requirements)

REQUIREMENTS:

- Senior Certificate (Grade 12).
- Degree / Diploma in General Nursing, Midwifery and Psychiatry.
- Proof of current registration with SANC in General Nursing, Midwifery and Psychiatry (2020)
- A minimum of 7 years appropriate recognizable experience in nursing after registration as a
  Professional Nurse with SANC in General Nursing.

PROOF OF CURRENT AND PREVIOUS WORK EXPERIENCE AND CERTIFICATE OF
SERVICES ENDORSED BY HUMAN RESOURCE DEPARTMENT

RECOMMENDATIONS

- Degree/Diploma in Nursing Management would be an advantage.

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES:

- Good verbal and written communication and report writing skills.
- Leadership, organizational, decision making and problem solving skills.
- Knowledge of legal frame work and prescripts within the Department of Health.
- Conflict management and negotiation skills.
- Knowledge of code of conduct and Labor Relations procedures / processes.
- Knowledge of Batho Pele principles and Patients' Rights Charter.

KEY PERFORMANCE AREAS:

- Promote quality nursing care as directed by the professional scope of practice and standards
  as determined by the institution.
- Assist in planning, organizing and monitoring the implementation of objectives of the
  institution.
- Demonstrate an understanding of Human Resource and Financial Management Policies and
  procedures.
- Provide direct and indirect supervision of all staff within the Outpatient Department.
- Display a concern for patients, promoting and advocating proper treatment and care
  including awareness and willingness to respond to patients' needs, requirements and
  expectations (Batho-Pele)
- Maintain discipline and deal with grievances and Labour relations issues in terms of laid
  down policies and procedures.
- Manage all resources effectively and efficiently to ensure optimal service delivery.
- Manage staff performance through PMDS and formulate training programmes for staff
  development.
- Facilitate the smooth running of all nursing programs and speciality clinics within the
  outpatient department.
- Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act,
  Occupational Health and Safety Act and all other applicable prescripts.
- Provide for in-house escort services.
- Ensure Quality Data Management and utilization

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VACANCY

POST: OPERATIONAL MANAGER – SPECIALITY (PSYCHIATRY)
CENTRE: LADYSMITH REGIONAL HOSPITAL
REFERENCE: NURS 10 / 2020
SALARY: R562 800.00 p.a – R633 432.00 p.a
OTHER BENEFITS: 13th cheque, 8% inhospitable rural allowance, Medical Aid  
(Optional) Housing allowance (employee must meet prescribed  
requirements)

MINIMUM REQUIREMENTS:
• Senior Certificate (Grade 12) or equivalent
• Degree/Diploma certificate in General nursing and Psychiatry
• A Post Basic Nursing qualification with a duration of at least one year, accredited with SANC  
in Advanced Psychiatric Nursing Science
• Current registration with the South African Nursing Council (SANC) 2020
• A minimum of 9 years appropriate/recognizable experience in nursing after registration as  
Professional Nurse with SANC in General nursing
• At least 5 years of the period referred to above must be appropriate/recognizable experience  
after obtaining the one year post-basic qualification in the relevant specialty (Psychiatric  
Nursing Science).
• Certificate of service is also required obtainable from your Human Resource.

RECOMMENDATIONS
• Degree/Diploma in Nursing Management would be an advantage.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

➢ Knowledge of Public Service Policies Acts and Regulations.
➢ Knowledge of SANC Rules and Regulations
➢ Knowledge of nursing care delivery approaches.
➢ Sound knowledge of scope of practice in the area of work performance.
➢ Good communication, leadership, interpersonal skills and conflict management.
➢ Team building supervisory/management and analytic skills.
➢ Working knowledge of Labour Relations and Disciplinary procedure and processes.
➢ Knowledge of Occupational health and safety, infection control, Medical Waste and Risk Assessment.
➢ Decision making and problem solving skills.

KEY PERFORMANCE AREAS

➢ Ensure management and leadership of the unit by providing written vision, mission and strategic  
objectives for the unit.
➢ Render efficient, Professional quality nursing care at a unit management level in accordance  
with the Standard operating Procedures, Mental health care Act and as laid down by the Nursing  
Act.
➢ Exercise control over discipline, grievance and Labour relations issues according to the laid  
down Policies and Procedures.
➢ Execute duties and functions with proficiency, in support of the aims and strategic objectives of  
the institution.
➢ Participate in Quality Improvement Programs and Clinical Audits

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➢ Exercise control and account for expenditure through ongoing efficient and effective control of financial, human and material resources.
➢ Liaise with Multi-disciplinary team to ensure continuity of patient care.
➢ Manage and evaluate performance standards ensuring that responsibilities are adhered to within the budget.
➢ Identify, develop and control Risk Management system within the unit.
➢ Provide a safe, therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety and all other applicable prescripts.
➢ Ensure Quality Data Management and utilization

Enquiries: Mrs. T.M. Buthelezi, Telephone: (036) 637 2111, Closing Date: 30 April 2020

Mrs. B.L Msibi
Chief Executive Officer

Fighting Disease, Fighting Poverty, Giving Hope
VACANCY

POST: OPERATIONAL MANAGER GENERAL-- NIGHT DUTY (1 POST)
CENTRE: LADYSMITH REGIONAL HOSPITAL
REFERENCE: NURS 08/2020
SALARY: GRADE 1: R444 276.00 – R500 031.00 P.A
         GRADE 2: R515 040.00 – R579 696.00 P.A
BENEFITS: 13th cheque, 8% inhospitable rural allowance, Medical Aid
           (Optional) Housing allowance (employee must meet prescribed
           requirements)

REQUIREMENTS:

- Senior Certificate (Grade 12).
- Degree / Diploma in General Nursing, Midwifery and Psychiatry.
- Proof of current registration with SANC in General Nursing, Midwifery and Psychiatry (2020).
- A minimum of 7 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

PROOF OF CURRENT AND PREVIOUS WORK EXPERIENCE AND CERTIFICATE OF
SERVICES ENDORSED BY HUMAN RESOURCE DEPARTMENT

RECOMMENDATIONS

- Degree/Diploma in Nursing Management would be an advantage.

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES:

- Good verbal and written communication and report writing skills.
- Leadership, organizational, decision making and problem solving skills.
- Knowledge of legal frame work and prescripts within the Department of Health.
- Conflict management and negotiation skills.
- Knowledge of code of conduct and Labor Relations procedures / processes.
- Knowledge of Batho Pele principles and Patients’ Rights Charter.

KEY PERFORMANCE AREAS:

- Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution.
- Assist in planning, organizing and monitoring the implementation of objectives of the institution.
- Provide direct and indirect supervision of all staff within the institution.
- Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients’ needs, requirements and expectations (Batho-Pele)
- Maintain discipline and deal with grievances and Labour relations issues in terms of laid down policies and procedures.
- Manage all resources effectively and efficiently to ensure optimal service delivery.
- Manage staff performance through PMDS and formulate training programmes for staff development.
- Ensure that all equipment in the nursing department is adequate, checked and is in working order.
- Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts.
- Maintain accurate and complete patient records.
- Ensure Quality Data Management and utilization

Fighting Disease, Fighting Poverty, Giving Hope
ENQUIRIES: MRS. T.M. BUTHELEZI  036-6372111  CLOSING DATE: 30 APRIL 2020

Mr. B.L Msibi
Chief Executive Office
VACANCY

POST: MEDICAL OFFICER – UROLOGY  
CENTRE: LADYSMITH REGIONAL HOSPITAL  
REF. NO. MED 03/2020  
OTHER BENEFITS: 18% INHOSPITABLE RURAL ALLOWANCE OF BASIC SALARY, COMMUTED OVERTIME. THE ALL INCLUSIVE PACKAGE CONSISTS OF 70% BASIC SALARY AND 30% FLEXIBLE THAT MAY BE STRUCTURED IN TERMS OF APPLICABLE RULES

REQUIREMENTS
Senior Certificate (Grade 12) or equivalent
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner.
Experience:
Grade 1: R821 205.00 – R 884 670.00 PA. None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
Grade 2: R938 964.00 – R1 026 693.00 PA. A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
Grade 3: R1 089 693.00 – R1 362 366.00 PA. A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
Inherent requirements of the post: Participation in the Commuted Overtime dispensation for Medical Officers is compulsory

RECOMMENDATIONS:
Urology experience is mandatory
Successfully completed, Primary (Part 1) and Studying for, or successfully completed Intermediate (Part 2) examinations in Urology or General surgery will be recommended.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- General skills as a medical practitioner
- Ability to work in multi-disciplinary team setting
- Excellent communication skills and ability to teach and train staff within team
- Ability to work and maintain meaningful relationships with a diverse community
- Resilience and ability to cope with change

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• Ability to make a difference Current health and public service legislation, regulations and policy, and medical ethics

KEY PERFORMANCE AREAS

• Experience and ability in dealing chronic, sub-acute and acute Urology problems
• To render outpatient and inpatient Urology services
• Working knowledge of medical and surgical protocols, health policies, acts and regulations.
• To assist Urology specialist in surgical Urology procedures
• To participate in outreach programs
• To participate and contribute to Continuous Professional Development activities in the institution.
• To participate in clinical audits, morbidity and mortality reviews.
• To participate in quality improvement program

Enquiries: Dr. M.E. Pule Telephone : 036 6372111  Closing Date: 30 April 2020

Mr. B.L Msibi
Chief Executive Officer