



Date: 16 January 2024

TO HEADS OF ALL INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH: MAD01/2024

The contents of the Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Also notify all candidates who qualify for the posts in this circular minute even if they are absent from their place of work.

DIRECTIONS TO CANDIDATES

1. **Only the following documents must be submitted:**
 - (a) **A detailed CV and a New (Z83) form, fully completed, initialed and signed, obtainable from any Public Service Departments, failing which your application will not be considered.**
 - (b) **Certified copies of ID, highest educational qualifications and other relevant documents will be requested for submission only from shortlisted candidates.**
 - (c) **Applications can now also be done online via S'THESHA WAYA-WAYA website www.eservices.gov.za**
2. **The reference number must be indicated in the column provided on the Z83 form and at the back of the envelope, e.g. MAD 01/2022**

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

3. Applications 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. Correspondence will be limited to shortlisted candidates only.
4. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.
5. The appointment is subject to the positive outcomes obtained from the following checks: Security Clearance, Qualifications (SAQA), Citizenship and Previous Experience Verification.
6. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum that of the advertised post are free to apply.
7. (This institution is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of the Department.) **People with disability should feel free to apply.**
8. **Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for interview.**

CLOSING DATE FOR ALL APPLICATIONS: 16 FEBRUARY 2024

Applications should be posted to: The Recruitment Officer **OR** Hand deliver to: HR Office No. 3
Madadeni Hospital Madadeni Hospital
Private Bag x 6642 F0001Section 6
Newcastle Madadeni
2940 2951

Original Signed and dated by CEO

THE CHIEF EXECUTIVE OFFICER
MRS H.S.L KHANYI

**POST : ASSISTANT NURSING MANAGER (SPECIALTY)
(OPERATING THEATRE AND CSSD)**
CENTRE : MADADENI PROVINCIAL HOSPITAL
REFERENCE : MAD 01/2024
SALARY : R683 838.00 – R767 184.00 per annum
**OTHER BENEFITS : 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance
(employee must meet prescribed requirements)**

MINIMUM REQUIREMENTS FOR THE POST

- Basic R425 qualification (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse.
- One-year Diploma in Peri-operative nursing
- A minimum of 10 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing
- At least 6 years of the period referred to above must be appropriate/recognizable experience in the Peri-Operative Nursing Science Nursing Science, after obtaining the 1 year post-basic qualification in the Peri-Operative Nursing Science Nursing Science.
- At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.
- Current registration with the S.A.N.C. (2024 Receipt)
- **Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.**

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho-Pele Principles.
- Sound management, negotiations, interpersonal and problem solving skills
- Good verbal and written communication skills
- Sound working knowledge of nursing management
- Knowledge of HR and Financial policies and practices such as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures
- Computer literacy
- Basic financial management skills

KEY PERFORMANCE AREAS

- Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care in Peri-Operative Nursing units.
- Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
- Manage Human resources in terms of EPMDS; ensure that nurses are licensed to practice, etc.
- Monitor and ensure proper utilization of financial and physical resources.
- Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
- Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required.
- Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team.
- Work effectively and amicably, at a management / supervisory level, with persons of diverse intellectual, cultural, racial or religious differences.
- Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit.
- Monitor and ensure compliance to OHSC and Ideal Hospital realisation standards.

- Identify and manage clinical risk in compliance with IPC protocols
- Provide effective support to nursing service
- Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele.
- Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
- Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.
- Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.
- Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES: MS. R.M SITHOLE..... Telephone: 034-328 8137

CLOSING DATE: 16 FEBRUARY 2024

POST : ASSISTANT NURSING MANAGER (GENERAL) (MONITORING AND EVALUATION)
CENTRE : MADADENI PROVINCIAL HOSPITAL
REFERENCE : MAD 03 /2024
SALARY : R627 474.00 – R693 645.00 per annum
OTHER BENEFITS : 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

MINIMUM REQUIREMENTS FOR THE POST

- Basic R425 qualification (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse.
- A minimum of 8 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing
- At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.
- Current registration with the S.A.N.C. (2024 Receipt)
- **Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.**

RECOMMENDATION:

- Degree / Diploma in Nursing Administration

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho-Pele Principles, information management, infection prevention and control , quality assurance etc.
- Sound management, negotiations, interpersonal and problem solving skills
- Good verbal and written communication skills
- Sound working knowledge of nursing management
- Knowledge of HR and Financial policies and practices such as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures
- Computer literacy
- Basic financial management skills

KEY PERFORMANCE AREAS

- Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care in Medical inpatients units.
- Participate in the analysis, formulation and implementation and evaluation of nursing and medical guidelines, practices, standards and procedures.
- Manage Human resources within the quality team in terms of EPMDs;
- Monitor and ensure proper utilization of financial and physical resources and evaluate the implementation of relevant prescripts and legislation.
- Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care
- Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required
- Work as part of a multi-disciplinary team at unit level to ensure quality health care for the service users
- Implement the monitoring and evaluation framework to ensure adherence to quality and ethical standards by all components.
- Work effectively and amicably, at a management / supervisory level, with persons of diverse intellectual, cultural, racial or religious differences.
- Able to manage own work, time and that of junior colleagues to ensure provision of quality health care services in the hospital and primary health care facilities.

- Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that all health care providers adheres to the principles of Batho Pele and quality standards.
- Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery
- Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery
- Ensure clinical practice by the clinical teams is in accordance with the scope of practice and standards as determined by the relevant health facility
- Demonstrate a basic understanding of HR and financial policies and practices
- Ensure compliance to Norms and Standards and Ideal Hospital Realization and Maintenance Framework.

ENQUIRIES: MRS HSL KHANYI

TELEPHONE: 034-328 8257

CLOSING DATE: 16 FEBRUARY 2024

POST : CLINICAL NURSE PRACTITIONER (GRADE 1&2) (PHC)
EQUITY TARGET : AFRICAN MALE
NO. OF POSTS : 09
CENTRE : MADADENI HOSPITAL (CLINICS)

CLINICS	NO.OF POSTS
OSIZWENI CLINIC 2	02
OSIZWENI CLINIC 3	03
ROSARY CLINIC	02
NEWCASTLE CLINIC	01
MADADENI CLINIC 1	01

OTHER BENEFITS : 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CLINICAL NURSE PRACTITIONER (GRADE 1) (R431 265.00 – R497 193.00)

- Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse
- A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care
- A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing
- Proof of Current registration with SANC (2024)
- **Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.**

CLINICAL NURSE PRACTITIONER (GRADE 2) (R528 696.00 – R645 720.00)

- Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse
- A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care
- Proof of Current registration with SANC (2024)
- A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with S.A.N.C. in General Nursing, of which 10 years must be appropriate /recognizable experience after obtaining the one (1) year post basic qualification in Clinical assessment, treatment and care.
- **Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.**

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles.
- Good interpersonal relationship skills and good listening skills.
- Good communication and problem solving skills.
- Co-ordination and planning skills.
- Ability to relieve in the service areas.
- Team building and supervisory skills.
- Ability to formulate patient care related policies.
- Sound knowledge of the health programmes run at the PHC level.
- Sound knowledge of the Norms and Standards, Ideal Clinic and data management.

KEY PERFORMANCE AREAS

- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing and statistics.
- Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning in the clinic.
- Work as part of a multidisciplinary team to ensure effective Nursing Care in the clinic.
- Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic.

- Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic.
- Ensure effective implementation of National Norms and Standards and Ideal Clinic Realisation and Maintenance Framework.
- Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines.
- Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic.
- Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations.
- Ensure that programme specific data collected is timeous and accurate.
- Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care.
- Refer patients promptly according to the set guidelines, protocols, policies.
- Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

ENQUIRIES: MS. R.M SITHOLE

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