TO HEADS OF ALL INSTITUTIONS
VACANCY CIRCULAR NO. 06/2020

The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the posts are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
   a. Application for employment form (Z83) which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za)
   b. A detailed Curriculum Vitae (CV); and
   c. Recently certified copies of identity/ passport documents; all educational qualifications; professional registration certificates and certificates of service from previous employers. NB: It is the applicants’ responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA) – and not copies of certified copies.

2. Applicants applying for more than one (1) post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post.

3. The reference number and position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83.

4. All employees in the Public Service that are presently on the same salary level, but on a notch/package above as that of the advertised post are free to apply.

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

6. The successful candidate would be required to sign a performance agreement within (3) months of appointment.

7. Non-South African citizen applicants must have valid work permit and proof must be attached thereof.

8. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful.

9. Persons with disabilities are encouraged to apply for the post.

10. The department reserves the right not to fill the post.

Failure to comply with the above instructions will disqualify applicants.

(This department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

NB. Those who applied previously are also encouraged to re-apply.
Due to financial constraints S&T Claims will not be considered.

CLOSING DATE FOR APPLICATIONS: 14 APRIL 2020

☐ KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
POST : Professional Nurse Speciality—Advanced Midwifery and Neonatal Nursing Care
COMPONENT : Maternity Department
REFERENCE : Man06/2020
NO. OF POSTS : 02
Salary : Grade 1: R 383 226 – R 444 276 per annum
         : Grade 2: R 471 333 – R 579 696 per annum
Other Benefits : 13th Cheque, medical aid (optional), 12% ISRDS/Rural Allowance, Home Owner Allowance (employee must meet prescribed requirement)

MINIMUM REQUIREMENTS
- Senior Certificate/ Matric or equivalent
- Degree/Diploma in General Nursing and Midwifery.
- A Post Basic Nursing qualification with a duration of at least one year accredited with SANC in Advance Midwifery
- Current registration with SANC as General Nurse and Midwife (2020 receipt)

EXPERIENCE
- Grade 1: A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing.
- Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
- At least ten (10) years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1year post basic qualification in the relevant speciality
NB: Certificates of service must be attached as proof of experience.

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES
- Knowledge of Public Service policies Act, and Regulations
- Knowledge of Labour Relation Act, disciplinary and grievance procedure.
- Knowledge of Nursing Act, Occupational Health and Safety Act of 1995
- Knowledge of National Core Standard, Batho Pele Principle and Patient’s Right Charter
- Presentation and facilitation skills, assertiveness and diplomacy.
- Good supervisory and management skills.
- Basic understanding of HR and financial policies and procedures.

KEY PERFORMANCE AREAS
- To provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner.
- Maintain clinical competence by ensuring that scientific principles of nursing care are implemented.
- Execute duties and functions with proficiency, in support of the vision, mission, nursing objective and strategic objectives of the institution and to perform duties within prescripts of all applicable legislation.
- Maintain discipline and deal with grievances and Labour Relations issues in terms of laid down policies and procedures.
- Ensure on-going education and staff training in EMTCT, BFHI, ESMOE etc.
- Provision of quality maternal and neonatal care through setting of standards.
- Ensure proper utilization of resources and exercise care over Government property.
- Maintain accreditation standards through quality improvement and infection control.
- Maintain accurate and complete patient records.
- Participate in Health Promotion and illness prevention initiatives.
- Participate in the formulation and analysis of Policies and Procedures and ensure that these are in accordance with current statutory regulations and guidelines.
- Assist unit manager with overall management and support for effective functioning of the unit
- Participate in the implementation of priority programs to reduce morbidity and mortality rate, communicable and non-communicable diseases.
- Ensure the use of Maternal and Child updated protocols, guidelines in the hospital.
Enquiries: Z V Tembe Tel. No. 035 5920 150 ext. 185
Attention to: Human Resource Manager
Application to be forwarded to: or Hand delivered to Manguzi Hospital (HR)
Manguzi Hospital
Private Bag X301
KwaNgwanase
3973
CLOSING DATE FOR APPLICATIONS: 14 April 2020

Chief Executive Officer
Dr S D Vumase