



Mahatma Gandhi Memorial Hospital
Physical Address: 100 Phoenix Highway, Phoenix, 4068
Postal Address: Private Bag X13, Mount Edgecombe, 4300
Tel: (031) 5021719 Fax: (031) 5024104 Email: sakhile.gwala@kznhealth.gov.za
www.kznhealth.gov.za

Reference No.: MGMH 24/2021
Date: 08 December 2021

TO HEADS OF ALL DEPARTMENTS IN THE KWAZULU- NATAL PROVINCIAL ADMINISTRATION

VACANCIES IN THE DEPARTMENT OF HEALTH

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, Mahatma Gandhi Memorial Hospital, Private Bag X 13, Mount Edgecombe, 4300, for attention: Mr Sakhile Gwala.**

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) Certified copies of highest educational qualifications and/ or professional registration certificate – copies of certified copies will not be accepted.
- (c) Curriculum Vitae.
- (d) Certified copy of the Identity Document.
- (e) Faxed or Scanned copies of the application will not be accepted
- (f) Certified copies of Certificate of Service must be attached to your application.

2. The Circular Minute Number must be indicated in the column provided on the form Z83, e.g. Circular Minute Number MGMH 74/ 2016.

NB: FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL DISQUALIFY APPLICANTS.

3. Please note that due to the large number of applications we envisage to receive; only short listed candidates will be contacted. If you have not been contacted within one (01) month after the closing date, please accept that your application was unsuccessful.
4. Please note that a pre-employment screening and verification process, including CIPC verification will be undertaken.
5. **Due to financial constraints, NO S & T claims will be considered for the payment to the candidates that are invited for interview.**

The closing date for submission of applications is 24 December 2021.

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.

ORIGINAL SIGNED BY CHIEF EXECUTIVE OFFICER

CHIEF EXECUTIVE OFFICER
MAHATMA GANDHI MEMORIAL HOSPITAL

POST : PROFESSIONAL NURSE-SPECIALITY NICU, PAEDIATRICS
NO OF POST : SEVEN (07)
COMPONENT : NURSING
REFERENCE: MGMH 24/2021
SALARY SCALE : R 388 974.00 PER ANNUM
R 478 404.00 PER ANNUM
OTHER BENEFITS : 13th Cheque and medical Aid (Optional). Housing
Allowance: Employee to meet the prescribed requirements

MINIMUM REQUIREMENTS

- Senior certificate/Grade 12.
- Basic R425 qualification i.e. Degree or Diploma in nursing qualification that allows registration with SANC as a Professional Nurse plus.
- A post basic nursing qualification (Child nursing Science and/or Advanced midwifery) with duration of at least 1 year accredited with the SANC in one of the specialties referred to above.
- Current registration with SANC as a General Nurse and Midwife and Post basic Child nursing science and /or Advanced Midwife 2021.

PROFESSIONAL NURSE GRADE 1:

- A minimum of 4 years recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and midwifery.
- A post basic nursing qualification (Child nursing Science and/or Advanced midwifery) with duration of at least 1 year accredited with the SANC in one of the specialties referred to above.

PROFESSIONAL NURSE GRADE 2:

- A minimum of 14 years recognizable experience in nursing after registration as a professional nurse with SANC in General nursing and Midwifery.
- At least 10 years of the period referred to above must be recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Child Nursing science and / or Advanced Midwifery.

KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of nursing care and processes and procedures.
- Basic knowledge of Public service regulations.
- Disciplinary code human resources policies, hospital generic and specific policies.
- Leadership, supervisory and good communication skills.
- Team building and cross cultural awareness.

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- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING

KEY RESPONSIBILITIES

- Provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner.
- Assist in planning / organising and monitoring of the objective of the specialised unit in consultation with subordinates.
- Provide direct and indirect supervision of all nursing staff /housekeeping staff and give guidance.
- To execute duties and functions with proficiency within prescript of applicable legislation.
- Provision of quality patient care through setting of standards, policies and procedures.
- To participate in quality improvement programmes and clinical audits.
- Uphold Batho Pele and patient's rights principles.
- Provide safe, therapeutic environment as laid down by the Nursing Act.
- Maintain accurate and complete patients records according to legal requirements.
- Exercise control over discipline, grievance and labour relations issues.
- Manage and supervise effective utilization of all resources e.g. Human, Finance, material etc.
- Implementation and management of infection control and prevention protocols.
- Assist with performance review i.e. EPMDS.

NB: NO PAYMENT OF S&T OR RESETTLEMENT EXPENDITURE

ENQUIRES: MRS M.S KHATHI

TEL: 031 502 1719 EXT 2015

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