TO HEADS OF ALL INSTITUTIONS

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.
   d. Faxed or emailed applications will not be accepted.

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.)

CLOSING DATE FOR APPLICATIONS: **20 July 2020**

Signed copy available on request.

Mrs BR Msomi
Chief Executive Officer
POST: Professional Nurse: Speciality (GRADE 1/2)

EQUITY TARGET: African Male

COMPONENT: Maternity

REFERENCE: MONT 07/2020

NO. OF POSTS: 01

SALARY SCALES:
- Grade 1: R 383 226 – R 444 276 per annum
- Grade 2: R 471 333 – R 579 696 per annum

MINIMUM REQUIREMENTS
- Senior Certificate/Grade 12 or equivalent qualification
- Degree/Diploma in General Nursing and Midwifery.
- A Post Basic qualification with a duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science.
- Current registration with SANC as a General Nurse and Midwife.
- 2020 SANC Annual practicing certificate (2020 receipt)
- Proof of current and previous experience endorsed by Human Resource Department.

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 years of the period referred to above must be appropriate/recognizable experience in the Maternity after obtaining the 1-year post basic qualification in Midwifery and Neonatal Nursing Science.
- Certificates of service must be attached as proof of experience.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED
- Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework.
- Good Communications skills – verbal and written.
- Co-ordination and liaison skills.
- Knowledge of Public Service policies Act, and Regulations
- Problem solving skills

KEY PERFORMANCES AREAS
- Perform clinical nursing in accordance with the scope of practice and nursing standards.
- To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation.
- Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process.
- Ensure provision of educational services to clients.
- Ensure proper utilization of resources and exercise care of the Government Property.
- Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload.
- Compile and analyze monthly statistics and use the information for future planning.
- Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirements.

* KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING *
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.
Ensure ongoing education and staff training in PMTCT, BFHI, etc.
Provision of quality maternal and neonatal care through setting of standards.
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.
Attend sub district perinatal
Conduct clinical audit and compile summary report
Ability to work independently in all sections of the unit
Ensure utilization of maternity and neonatal guidelines and protocols
Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates
To take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly

ENQUIRIES: Ms N. Ngceza                  Tel No. 033 506 7000

APPLICATIONS TO BE FORWARDED TO:
The Chief Executive Officer
Montebello Hospital
Private Bag X 506
DALTON
3236

Or Hand Delivered to:

Montebello Hospital
P102 Montebello Road
Dalton
3236

For attention: Human Resource Manager