



**TO: ALL HEADS OF DEPARTMENT IN THE KZN PROVINCIAL ADMINISTRATION
VACANCIES IN THE DEPARTMENT OF HEALTH: MSELENI HOSPITAL**

CIRCULAR MINUTE NO: MS/34/2021

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s 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 (Form Z.83), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
- (b) Curriculum Vitae, certified copies of identity document, highest educational qualifications and professional registration certificates - not copies of certified copies.

2. The Reference Number must be indicated in the column provided on the form Z.83.

3. Persons with disabilities should feel free to apply for the post.

NB: (a) Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed applications will **NOT** be accepted.

(b) **The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**

4. Applicants 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.

5. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

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

(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: 2021.12.28

Original signed

**Mrs. T.R SIBISI
MSELENI HOSPITAL**

ADVERTISEMENT

Job Title : PROFESSIONAL NURSE SPECIALTY (OCCUPATIONAL HEALTH) GR 1, 2
Number of Posts : 01
Reference no. : MS/34/2021
Institution : Mseleni Hospital
Salary notch : GRADE 1 R 388 974.00 per annum
GRADE 2 R 478 404.00 per annum
Other benefits : 13th Cheque Medical Aid Optional, Home Owners/Housing Allowance (Employee must meet prescribed requirements), 2% Rural allowance and Uniform Allowance

MINIMUM REQUIREMENTS

- STD 10 Certificate
- Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Occupational Health
- Current Registration with SANC (2021 Receipt)

EXPERIENCE:-

GRADE 1

- A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a 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 SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in Occupational health.

- ***NB: Proof of current and previous work experience endorsed by Human Resource Office must be attached (with complete dates, months and year)***

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Sound knowledge of Occupational Health & Safety Act no. 85/1993, Compensation for Occupational Injuries & Diseases Act no. 130/1993 and other public service regulations.
- Clinical and administrative knowledge in the field of occupational health nursing.
- Strong interpersonal, communication, and presentation skills.
- Ability to make independent decisions and adhere to timeframes.
- Knowledge of infection prevention & control policies and risk management.
- Ability to uphold high level of confidentiality.
- Computer skills in basic programs.

KEY PERFORMANCE AREAS

- Render an optimal, holistic, specialized nursing care to employees.
- Advocate for proper healthcare treatment and willingness to respond to employee needs, requirements and expectations.
- Ensure the unit complies with infection prevention & control as well as occupational health and safety policies.
- Maintain accreditation standards by ensuring compliance with national norms and standards.
- Develop quality improvement plans, strategic plans, policies and procedures for the unit.
- Ensure that baseline medical surveillance, periodical and exit medical examinations are offered to all eligible employees.

- Orientate, train and develop staff on occupational health matters within the hospital and its clinics.
- Maintain accurate staff records and submit reports to relevant stakeholders.

ENQUIRIES: Ms JSS Khuzwayo

TEL: 035 574 1004

CLOSING DATE: 2021.12.28

Applications should be forwarded to: The Assistant Director: HRM
Mseleni Hospital
P.O Sibhayi
3967

Original signed

**MRS. TR SIBISI
HOSPITAL CEO
MSELENI HOSPITAL**