



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Physical Address: Main Harding / Kokstad Road Port Shepstone , 4240
Postal Address: P/Bag X701, Port Shepstone, 4240
Tel:039 6877311 Fax: 039 6877497 Email: Kirby.mngadi@kznhealth.gov.za
www.kznhealth.gov.za

HUMAN RESOURCES

Date: 2023.12.12

VACANCIES IN THE DEPARTMENT OF HEALTH (MURCHISON HOSPITAL)

CIRCULAR MINUTE NO: MURCH/VAC/04-2024

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) The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form
 - (c) Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit Z83 form and more detailed curriculum Vitae(CV)
 - (d) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview
 - (e) Faxed and Emailed applications will **NOT** be accepted
2. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH 04/2024

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

3. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications.
5. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution)
6. If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful
7. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply
8. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful Candidate on appointment.

ALL APPLICATIONS SHOULD BE FORWARDED TO:
THE HOSPITAL MANAGER
MURCHISON HOSPITAL
PRIVATE BAG X701
PORTSHEPSTONE, 4240 [Attention: HUMAN RESOURCE MANAGER]

OR HAND DELIVER OR COURIER
APPLICATIONS TO
HUMAN RESOURCES

Dr S Lachman

Acting-CHIEF EXECUTIVE OFFICER



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MURCHISON HOSPITAL

VACANCY

Post : Professional Nurse Speciality (Emergency & Trauma) X 01 POST
Institution : Murchison Hospital
Centre : Nursing
Reference No. : MURCH - 04/2024
Other Benefits : 13th Cheque, 12% Rural Allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

MINIMUM REQUIREMENTS GRADE 1

Salary Notch R 431 265.00

Grade 12 or Matric Certificate.

Diploma / Degree in General Nursing. Post basic Diploma qualification in Trauma & Emergency Nursing Science or Orthopaedic Nursing Science. Current registration receipt with SANC 2024.

A minimum of 4 years appropriate/ recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing with 1 year post basic qualification in Trauma & Emergency Nursing Science. Certificate of Service endorsed by Human Resource Department

MINIMUM REQUIREMENTS GRADE 2

Salary Notch R528 696.00

Grade 12 or Matric Certificate.

Diploma / Degree in General Nursing. Post basic Diploma qualification in Trauma & Emergency Nursing Science or Orthopaedic Nursing Science. Current registration receipt with SANC 2024.

A minimum of 14 years appropriate /recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognisable experience in the specific Speciality after obtaining the 1 year post basic qualification in the relevant speciality. Certificate of Service endorsed by Human Resource Department. (Only for shortlisted candidates)

KNOWLEDGE, SKILLS AND COMPETENCIES

- ❑ Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care process and procedures, Nursing statutes and other relevant legal framework. Ability to formulate patient's care related policies, vision, mission, and objectives of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching, Conflict handling and counselling skills. Financial and budgetary.
- ❑ Knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining relevant resource under programmes.
- ❑ Willingness to work shifts, day and night duty, weekends Public Holidays.
- ❑ Competencies (knowledge/skills) Good communications and interpersonal skills. Planning and organizational skills

KEY RESPONSIBILITIES

- ❑ Provision of optimal, holistic specialized nursing care with set of standards and a professional / legal growth.
- ❑ Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost effective, efficient manner.
- ❑ Assist in planning, organizing and monitoring of objectives of the specialised unit
- ❑ Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- ❑ Able to plan and organize own work and that support personnel to ensure proper nursing care
- ❑ Display a concern for patient, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)
- ❑ Able to manage clients during disaster and implement disaster plans.
- ❑ Work as part of the multidisciplinary team to ensure good nursing care
- ❑ Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required ensure compliance with all national, provincial and Professional prescripts in order to render a safe patient service and improve client's satisfaction.
- ❑ Participate in the analysis and formulation of nursing policies and procedures.
- ❑ Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff
- ❑ Provide direct and indirect supervision of all staff within the unit and give guidance
- ❑ Order and monitor appropriate level of consumables
- ❑ Ensure that equipment in the unit is adequate and is checked and in working order
- ❑ Provide for a safe therapeutic and hygiene environment
- ❑ Work effectively and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences
- ❑ Demonstrate and understanding of Human Resources and Financial Management Policies and procedures
- ❑ Monitor and evaluate the care management of all patients and ensure the maintenance of accurate and complete patient records.

CLOSING DATE: 2024.02.02

ENQUIRIES: Ms ZL RANGANA 039-6877311 EXT 140