



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

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www.kznhealth.gov.za

HUMAN RESOURCE MANAGEMENT
SERVICES

Reference: HRM 7/1/2
Enquiries: Ms N Mnyandu
Telephone: (033) 395 2021

10 April 2024

**TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS**

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No.N012024

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) Comprehensive CV (with detailed experience).
 - (c) Copies of Qualification, Registration Certificate with SANC and drivers licence need not be submitted when applying for employment.
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 applicants.
 - (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.

CLOSING DATE FOR APPLICATIONS IS: 26 April 2024

**HEAD OF DEPARTMENT: HEALTH
KWAZULU-NATAL**

DEPARTMENT OF HEALTH: KWAZULU-NATAL

(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.)

NOTE : Applications must be submitted on the prescribe Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB**: **Failure to comply with the above instructions will disqualify applicants.** Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). 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.

POST : **PROFESSIONAL NURSE: GENERAL NURSING: COMMUNITY OUTREACH**

CENTRE : **VARIOUS DISTRICTS**

| <u>CENTRE</u> | Number of Posts | <u>REFERENCE NO.</u> |
|---------------------------------------|------------------------|-----------------------------|
| Amajuba | 11 | N01/2024 |
| eThekweni Health District Office | 30 | N02/2024 |
| Harry Gwala Health District Office | 11 | N03/2024 |
| Ilembe Health District Office | 11 | N04/2024 |
| King Cetshwayo Health District Office | 13 | N05/2024 |
| Ugu Health District Office | 11 | N06/2024 |
| Umgungundlovu Health District Office | 13 | N07/2024 |
| Umkhanyakude Health District Office | 11 | N08/2024 |
| Umzinyathi Health District Office | 11 | N09/2024 |
| UThukela Health District Office | 11 | N10/2024 |
| Zululand Health District Office | 12 | N11/2024 |
| Total number of posts | 145 | |

Grade 1: R293 670.00per annum, Experience: No experience required.

Grade 2: R358 626.00 per annum

Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

Grade 3: R431 265.00 per annum

Experience: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

Other benefits : 13th cheque, Medical Aid (Optional) Housing Allowance: Employee must meet prescribed requirements

MINIMUM REQUIREMENTS:

- Grade 12 Certificate
- Degree/Diploma in General Nursing plus
- Current registration with SANC as General Nurse

RECOMMENDATION

- Driver's license will serve as a recommendation

KNOWLEDGE, SKILLS, TRAINING, COMPETENCIES REQUIRED:

- Knowledge of nursing care processes and procedures
- Legal prescript, SANC regulation, Health and Safety Act and other related Acts.
- Leadership, organizational, decision making and problem solving skills
- Good communication and interpersonal skills
- Financial management skills
- Patients' Rights Charter and Batho Pele Principles, Professionalism etc.
- Ideal clinic Realization and NCS Standards
- Team building and supervisory skills

KEY PERFORMANCE AREAS:-

- Manage outreach services including Phila Mntwana Centres, CCMDD, defaulter tracing, home visits monitoring home treatments, ensure representation of the clinic in OSS meetings and work as a team with other outreach service teams.
- Organise and run health campaigns in the community
- Provide quality comprehensive community health care and communicate with community key figures.
- Provide educational services i.e. teaching of patients, public and staff training and continuous in service training
- Provide clinical services: Assessment and examination of patients Consultation and treatment initiation Monitor and evaluate clients on treatment and do follow ups Work with multidisciplinary team
- Monitor and control equipment, pharmaceuticals and other resources
- Participate in the monitoring and evaluation of care and provide daily, weekly and monthly reports.

Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details.

“Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address Headoffice.HRJobapplication@kznhealth.gov.za.

Applicants may also visit any one of our Designated Online Application Centre’s (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre’s (DOACS) at www.kznonline.gov.za/kznjobs.”

Enquiries : Mr J Mndebele Telephone: 033 395 3274

ALL APPLICATIONS SHOULD BE FORWARDED TO: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 **OR** Hand delivered to: 330 Langalibalele Street Natalia Building, **REGISTRY**, Minus 1:1 North Tower.

(Attention: Ms N Mnyandu)

CLOSING DATE: 26 APRIL 2024