NB: EMPLOYEES WHO HAVE RESIGNED AND HAVE LESS THAN 60 YEARS OF AGE MAY APPLY

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

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No.N03/2020

The contents of this Circular Minute must be brought to the notice of all eligible applicants including those who have resigned from the Public Service.

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.

NB: (a) Failure to comply with the above instructions will disqualify applicants.
(b) The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications).

CLOSING DATE FOR APPLICATIONS IS 26 JUNE 2020

HEAD: DEPARTMENT OF HEALTH
KWAZULU-NATAL

uMnyango Wezempilo . Departement van Gesondheid

Fighting Disease, Fighting Poverty, Giving Hope
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, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). 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: SPECIALITY NURSING: ICU AND HIGH CARE: SIX (6) MONTHS FIXED TERM CONTRACT

**AREA** : ICU & High Care (Covid - 19)

<table>
<thead>
<tr>
<th>CENTRE</th>
<th>NUMBER OF POSTS</th>
<th>REFERENCE NO.</th>
<th>CONTACT PERSON</th>
<th>TELEPHONE NO</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EThekwini District Health Office</td>
<td>800 ICU 400 High Care</td>
<td>N04/2020</td>
<td>District Manager</td>
<td>031 240 5300</td>
<td>P/bag X54318 Durban 4000 Physical Address: 83 Jan Smuts Highway Mayville Durban</td>
</tr>
<tr>
<td>Umgungundlovu District Health Office</td>
<td>200 ICU</td>
<td>N05/2020</td>
<td>District Manager</td>
<td>033 897 1000</td>
<td>P/bag X9124 Pietermaritzburg 3200 Physical Address: 171 Hoosen Haffajee (former Berg) Street, Pietermaritzburg</td>
</tr>
<tr>
<td>Ilembe District Health Office</td>
<td>50 ICU</td>
<td>N06/2020</td>
<td>District Manager</td>
<td>032 437 3500</td>
<td>P/bag X10620 Stanger 4450 Physical Address: King Shaka Centre, 2nd and 3rd floor, KwaDukuza</td>
</tr>
<tr>
<td>King Cetshwayo District Office</td>
<td>150 ICU 200 High Care</td>
<td>N07/2020</td>
<td>District Manager</td>
<td>035 787 0633</td>
<td>P/bag X20034 Empangeni 3910 Physical Address: Corner 2nd Lood Avenue and Chrome Crescent Empangeni</td>
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</table>
Grade 1: R256 905.00 per annum, PLUS 13th cheque, medical-aid (optional), Housing Allowance (employees must meet the prescribed requirement)

Experience: No experience required.

Grade 2: R315 963.00 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

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

Grade 3: R383 226.00 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

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

MINIMUM REQUIREMENTS:
- Degree/Diploma in General Nursing plus
- Current registration with SANC as General Nurse

RECOMMENDATION:
- Work experience in Intensive Care Unit / High care Unit will be an added advantage

KNOWLEDGE, SKILLS, TRAINING, COMPETENCIES REQUIRED:
- Knowledge of Public Service Policies, Acts and Regulations.
- Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills
- Ability to function within a team.
- Skills in organizing, planning and supervising.
- Knowledge of Batho Pele principles and patients rights charter

KEY PERFORMANCES AREAS:
- Provide comprehensive, quality nursing care to patients/clients in a Critical Care unit in a cost-effective, efficient manner.
- Assist in planning, organising 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 organise own work and that of support personnel to ensure proper nursing care.
- Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele).
- 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 satisfaction.
- Participate in the analysis and formulation of nursing policy & procedures.)
- Assist in EPMDS evaluation of staff, within the unit and participate in the monitoring of training and development of staff.
- Participate in the analysis and formulation of nursing policies and procedures.
- Provide direct and indirect supervision of all staff within the unit and give guidance.
- Order appropriate level of consumables and monitor utilization.
- Ensure that all equipment in the unit is adequate and is checked and in working order.
- Provide for a safe, therapeutic and hygienic environment.
- Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences.
- Monitor and evaluate the care and management of all Patients and ensure the maintenance of accurate and complete patient records.

POST : STAFF NURSES: SIX (6) MONTHS FIXED TERM CONTRACT

AREA : Various Hospitals

<table>
<thead>
<tr>
<th>CENTRE</th>
<th>REFERENCE NO.</th>
<th>CONTACT PERSON</th>
<th>TELEPHONE NO.</th>
<th>ADDRESS</th>
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<tbody>
<tr>
<td>Amajuba Health District Office</td>
<td>N21/2020</td>
<td>District Manager</td>
<td>034 - 3287005</td>
<td>P/bag X6661, Newcastle, 2940</td>
</tr>
<tr>
<td>eThekwini Health District Office</td>
<td>N22/2020</td>
<td>District Manager</td>
<td>031 - 2405427</td>
<td>P/bag X54318 Durban 4000</td>
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<tr>
<td>Harry Gwala Health District Office</td>
<td>N23/2020</td>
<td>District Manager</td>
<td>039 - 8348284</td>
<td>P/bag X502, Ixopo</td>
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<tr>
<td>Ilembe Health District Office</td>
<td>N24/2020</td>
<td>District Manager</td>
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<td>King Cetshwayo Health District Office</td>
<td>N25/2020</td>
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<td>035 787 0633</td>
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<tr>
<td>Ugu Health District Office</td>
<td>N26/2020</td>
<td>District Manager</td>
<td>039 688 3000</td>
<td>P/bag X735, Port Shepstone, 4240</td>
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Physical Address:

- Amajuba Health District Office: P janvier (2019), P/bag X6661, Newcastle, 2940
- eThekwini Health District Office: P janvier (2020), P/bag X54318 Durban 4000
- Harry Gwala Health District Office: P janvier (2020), P/bag X502, Ixopo
- Ilembe Health District Office: P janvier (2020), P/bag X10620 Stanger 4450
- King Cetshwayo Health District Office: P janvier (2020), P/bag X20034 Empangeni 3910
- Ugu Health District Office: P janvier (2020), P/bag X735, Port Shepstone, 4240
Grade 1: R171 381.00 per annum, PLUS 13th cheque, medical-aid (optional), Housing Allowance (employees must meet the prescribed requirement)

Experience: No experience required.

Grade 2: R204 627.00 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

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

Grade 3: R242 166.00 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

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

REQUIREMENTS FOR THE ABOVE POSTS:-
- Enrolled Nurse Certificate;
- Current registration with the South African Nursing Council (SANC) as a Staff Nurse

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-
- Possess knowledge of SANC rules and regulations.
- Have communication, writing, facilitation and interpersonal skills.
- Possess knowledge of nursing care processes and procedure and nursing status.
- As ability to function as part of a team.

**KEY PERFORMANCE AREAS:**
- Ensure the rendering of nursing care under the direct and indirect supervision of a Registered Nurse as directed by the scope of practice.
- Maintain client satisfaction through quality service, innovation and nursing care by upholding the principles of Batho Pele and Patient Right and Responsibilities.
- Work as part of a multi-disciplinary team to ensure good nursing care. •
- Maintain accurate patient records.
- Assist the operational Manager in the provision of a safe therapeutic environmental that allows for the practice of safe quality nursing.
- Ensure that infection control and health and safety standards are maintained at all times.
- Ensure the effective, efficient and economical use of all allocated resources including human resources.

**POST** : NURSING ASSISTANT: SIX (6) MONTHS FIXED TERM CONTRACT

**AREA** : Various Hospitals

<table>
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<th>CENTRE</th>
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<td>District Manager</td>
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<td>P/bag X735, Port Shepstone, 4240</td>
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<td>033 8971078</td>
<td>P/bag X9124 Pietermaritzburg 3200</td>
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<td>District Manager</td>
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<td>Umzinyathi Health District Office</td>
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<td>P/bag X2052 Dundee 3000</td>
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<td>District Manager</td>
<td>036 631 2217</td>
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<td>Zululand Health District Office</td>
<td>N41/2020</td>
<td>District Manager</td>
<td>035 874 0600</td>
<td>P/bag X81 Ulundi 3838</td>
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**Grade 1:** R 132 525.00 per annum, **PLUS** 13th cheque, medical aid (optional), Housing Allowance (employees must meet the prescribed requirement)

**Experience:** No experience required.

**Grade 2:** R156 846.00 per annum, **PLUS** 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

**Experience:** A minimum of 10 years appropriate/recognizable experience after registration with the SANC as Nursing Assistant.

**Grade 3:** R187 263.00 per annum, **PLUS** 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

**Experience:** A minimum of 20 years appropriate/recognizable experience after registration with the SANC as Nursing Assistant.
**APPOINTMENT REQUIREMENTS**
- Nursing Auxiliary Certificate
- Current registration with SANC as Nursing Assistant [Nursing Auxiliary]

**KNOWLEDGE SKILLS, TRAINING AND COMPETENCIES REQUIRED:**
- Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices.
- Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team.
- Good human relations including a willingness and awareness to respond to patients needs, requirements and expectations (Batho Pele)

**KEY PERFORMANCE AREAS**
- Assist patients with activities of daily living (physical care).
- Provide elementary clinical nursing care.
- Maintain professional growth/ethical standards and self development.

**NB: APPLICATIONS SHOULD BE SUBMITTED TO THE RESPECTIVE DISTRICT OFFICES. VIRTUAL INTERVIEWS WILL BE DONE AT LOCAL INSTITUTIONS**