VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No.N04/2020

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 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 24 JULY 2020

HEAD: DEPARTMENT OF HEALTH
KWAZULU-NATAL
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: CRITICAL CARE (ICU) X 2 POSTS:REFERENCE NO. N21/2020

CENTRE : King Edward VIII Hospital

CLUSTER : Medico – Legal Management Unit

Grade 1: R383 226.00 per annum, PLUS 13th cheque, medical-aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Experience : A minimum of 4 years appropriate/recognizable experience as a General Nurse.

Grade 2: R471 333.00 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
Experience: A minimum of 14 years appropriate/recognizable 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/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality.

MINIMUM REQUIREMENTS:
- Degree/Diploma in General Nursing plus
- One (1) year post basic qualification in critical Care (for speciality in Critical Care) Plus
- Minimum of 4 years appropriate/recognizable experience as General Nurse
- Current registration with SANC as General Nurse and relevant specialty

RECOMMENDATION:
- Relevant experience in Intensive 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 PERFORMANCE AREAS:-
- Provision of quality nursing care through the implementation of standards.
- To develop and ensure implementation of nursing care plans.
- To participate in quality improvement programmes and clinical audit.
- To uphold the Batho Pele and patients rights charter principles.
- Maintain accurate and complete patient records according to legal requirements.
- Participate in staff, student and patient teaching.
- Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures.
- Manage and supervise effective utilization of all resources e.g human, financial, material.
POST : PROFESSIONAL NURSE (SPECIALTY) OPERATING THEATRE X2 POSTS: REFERENCE NO.N22/2020

CENTRE : King Edward VII Hospital

CLUSTER: Medico – Legal Management Unit

GRADE 1: R383 226, 00 per annum
• A minimum of 4 years appropriate/recognizable experience as a General Nurse.

GRADE 2: R471 333, 00 per annum
• Senior Certificate/ Grade 12
• Degree/ Diploma in General Nursing or equivalent qualifications that allows for registration with the South African Nursing Council (SANC) as a Professional Nurse
• SANC receipt for 2020
• A minimum of 14 (fourteen) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing of which at least 10 (ten) years must be appropriate/recognizable experience after obtaining the 1 (one) year post basic qualification in Operating Theatre Nursing.
• A post basic Nursing qualification with a duration of at least 1 (one) year accredited with SANC
• Proof of current registration with SANC as a Professional Nurse.

MINIMUM REQUIREMENTS:
• Degree/Diploma qualification that allows registration to General Nursing & Midwifery
• Plus a relevant post basic qualification in Operating Theatre nursing.
• Registration certificate with South African Nursing Council (SANC)
• Current SANC receipt (2020), 4 years’ experience in Nursing after registration as a Professional Nurse
• Post Basic Qualification (Operating Theatre)

KNOWLEDGE, SKILLS, COMPETENCIES REQUIRED:
• Knowledge of Public Service Acts, regulations and policies.
• Knowledge of SANC rules and regulations.
• Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks.
• Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills.
• Knowledge and experience in implementation of Batho Pele Principles and Patient’s Rights Charter, Code of Conduct.
• Team building and diversity Management skills.

KEY PERFORMANCE AREAS:
• Effective management of patients, 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.
• Provision of quality services through setting of standards, policies and procedures.
• Participate in the implementation of National Priorities clinical guidelines, protocols.
• Maintain accurate and complete patient records according to legal requirements.
• Exercise control over discipline, grievance and labour relations issues.
• Promote good working relationships amongst staff and patients.
• Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate.
• Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc.
• Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff.
• Be able to manage ventilated babies and report when necessary
• Initiate and lead all child health programs i.e. HBB, PMTCT, CARMA MBFHI, KINK, etc.
POST : STAFF NURSE: (OPERATING THEATRE) REFERENCE NO.N23/2020 (X2 POSTS)

CENTRE : King Edward VIII Hospital

CLUSTER : Medico – Legal Management Unit

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.

MINIMUM REQUIREMENTS:
- Grade 12 certificate
- South African Nursing Council Enrolment certificate as an Enrolled Nurse
- Current proof of Registration with the South African Nursing Council (2020)

Knowledge, Training and Competence Required
- Understanding of the nursing legislation and related legal and ethical nursing practices.
- Good interpersonal relations, communication skills, basic writing skills, basic interpersonal skills and ability to function and work as part of a team.
- Knowledge of Patient Right Charter, Batho Pele Principles, Ethical Code of Conduct, basic Labour Relations.
- All nursing care processes and procedures, nursing statues, and other relevant legal frameworks, such as Nursing Act, Health Act, and scope of practice as a staff nurse.

Key Performance Areas:
- Ensure the rendering of clinical nursing care under the direct and indirect supervision of a Registered Nurse as directed by the Scope of Practice
- Provide Health education according to the knowledge and Scope of Practice.
- Maintain client satisfaction through quality service, innovation and nursing care by upholding the principles of Batho Pele and Patients' Rights and Responsibilities.
- Assist the Operational Manager and Professional Nurses in the unit with the provision of a safe therapeutic environment that allows for the practice of safe, quality nursing.
- Work as part of the multidisciplinary team to ensure good nursing care and the development and implementation of Basic Patient Care Plans.
- Ensure that infection control and health and safety standards are maintained at all times.
- Ensure the effective, efficient and economical and use of allocated resources including human resources
- Maintain accurate records.
POST: NURSING ASSISTANT: (OPERATING THEATRE) REFERENCE NO.N24/2020 (X2 POSTS)

CENTRE: King Edward VII Hospital

CLUSTER: Medico – Legal Management Unit

Grade 1: R 132 525.00 per annum PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
Experience: No experience required

Grade 2: R 156 027.00 per annum PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
Experience: A minimum of 10 years appropriate /recognisable experience in nursing after registration with the SANC as a Nursing Assistant is required

Grade 3: R 230 307.00 per annum PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
Experience: A minimum of 20 years appropriate /recognisable experience in nursing after registration with the SANC as a Nursing Assistant is required

APPOINTMENT REQUIREMENTS

- Certificate as Nursing assistant [Enrolled Nursing Assistant]
- Current registration with SANC as Nursing Assistant [Nurse 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

- Work as part of a multi disciplinary team to ensure good nursing care.
- Perform a quality elementary clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH.
- Internal rotation of staff will be exercised according to patients need.

ENQUIRIES: DR T MAYISE: (031) 360 3111

ALL APPLICATIONS SHOULD BE FORWARDED TO: All applications should be forwarded to: The Chief Executive Officer: King Edward viii Hospital: Private Bag X02, Congella, 4013 OR Hand Deliver to: Corner of Sydney and Rick Turner (Francois) road, Congella.

(Attention: Mr KG Govender)