TO: DISTRICT MANAGERS
   HOSPITAL MANAGERS
   COMMUNITY HEALTH CENTRE MANAGERS
   HEADS OF INSTITUTIONS
   HEAD OFFICE MANAGERS
   ALL EMPLOYEES
   COMMUNITY MEMBERS

VACANCIES IN THE DEPARTMENT OF HEALTH: NGWELEZANA HOSPITAL

CIRCULAR MINUTE No. NGWE HOSP 19/2019

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 must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83.
   (b) Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies.

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

3. 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.

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

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

6. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.

7. 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

8. Failure to comply with the above instructions will results to your application being disqualified

Closing date for all applications is 23 OCTOBER 2019

Original Signed

HOSPITAL CEO
NGWELEZANA HOSPITAL
JOB TITLE: PROFESSIONAL NURSE (SPECIALITY NURSING) GRADE 1 or 2

ORTHOPEDIC UNIT

INSTITUTION: NGWELEZANA HOSPITAL

REFERENCE NO.: NGWE 70/2019

SALARY:
GRADE 1: R 383 226.00 – 444 276.00 PA
GRADE 2: R 471 333.00 – 579 696.00 PA

OTHER BENEFITS:
8% RURAL ALLOWANCE
13TH CHEQUE
HOUSING ALLOWANCE AND MEDICAL AID (EMPLOYEE MUST MEET THE PRESCRIBED REQUIREMENTS

MINIMUM REQUIREMENTS FOR THESE POSTS:

GRADE 1:
- Diploma / Degree in General Nursing
- A post basic qualification in Orthopedic Nursing Science
- Registration with the SANC as a Professional Nurse
- A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing

GRADE 2:
- Diploma / Degree in General Nursing
- A post basic qualification in an appropriate specialized field.
- A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing
- At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field.

KNOWLEDGE, SKILLS, COMPETENCIES AND TRAINING REQUIRED:
- Strong interpersonal, communication and presentation skills.
- Ability to make independent decisions.
- An understanding of the challenges facing the public health sector.
- Ability to prioritize issues and other work related matters and to comply with time frames.
- High level of accuracy.
- Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

KEY PERFORMANCE AREAS:
- Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team.
- Train and supervise junior staff and student nurses
- Maintain accreditation standards by ensuring compliance with National Norma and Standards and Ideal hospital.
- Co-ordinate clinical activities of the unit.
- Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures.
- Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies.
- Strengthen ethics and professionalism.
- Provide safe and therapeutic environment for patients, staff and public.
- Advocate for quality care of patients
- Participate in staff development using EPMDS System and other work related programmes and training.
- Ensure that equipment and machinery is available and functional at all time
- Report and challenges and deficiencies within the unit
- Attend to meetings, workshops and training programs as assigned by the supervisor

CLOSING DATE : 23 OCTOBER 2019
ENQUIRIES : MS R.M. SITHOLE
TEL NO.: 035 901 7258