



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Postal Address Private Bag X 20016, Empangeni, 3880
Physical Address: Thanduyise Road next to Ngwelezana Police
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www.kznhealth.gov.za

KZNCN - Ngwelezana Campus

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

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NO. KZNCN-NGWE01/2022

The contents of the 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:

- The following documents must be submitted:-
 - Application for employment Form (Form Z.83 **New version**), which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za
 - Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and a detailed Curriculum Vitae.
- The Reference Number must be indicated in the column provided on the form Z.83
- Persons with disabilities should feel free to apply for the post.**

NB: (a) Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will **NOT** be accepted.

(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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).
- 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.
- Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Work Permit holders must submit documentary proof together with their applications.
- All employees in the KwaZulu-Natal College of Nursing Campuses that are presently on the same salary level but on a notch/package above the minimum of the advertised post are free to apply.

(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).

Please note that this institution will not reimburse S & T to candidates for attending interviews due to financial constraints.

CLOSING DATE FOR APPLICATIONS IS 30 JUNE 2022

Dr TE Matsane
PRINCIPAL: NGWELEZANA CAMPUS

POST: HEAD OF DEPARTMENT (COMMUNITY NURSING SCIENCE)

NO. OF POSTS : 01

REFERENCE NO. : NGWE COL 01/2022

SALARY NOTCH : R 588 390.00 PER ANNUM PLUS 8% (OTHER BENEFITS INCLUDING MEDICAL AID (OPTIONAL) AND HOUSING ALLOWANCE)

REQUIREMENTS FOR THE POSTS

- Senior Certificate/Grade 12 **PLUS**
- A Diploma/Degree in Nursing, Midwifery and Community **PLUS**
- A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) **PLUS**
- Current Registration with the South African Nursing Council (SANC) 2022 **PLUS**
- A minimum of **nine (9) years** appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC;
- At least four (4) years of the period referred to above must be appropriate/recognizable experience in Nursing Education in Nursing Education after obtaining the post-basic qualification in Nursing Education.
- Unendorsed valid Code EB driver's licence (code 08)

RECOMMENDATIONS

- Masters' Degree in Nursing;
- A post-registration qualification in Nursing Management/Nursing Administration/Health Service Management;
- Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care
- Basic computer literacy course.

NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

The incumbent of the post will report to the Principal of Ngwelezana Campus and will be responsible to coordinate, implement and monitor an effective and efficient clinical training system. The ideal candidate must:

- Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing ACT, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc.
- Have in-depth knowledge of procedures and processes related to nursing and nursing education and training.
- Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council.
- Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice.
- Possess knowledge of curriculum development and review.
- Knowledge of procedures and processes related to coordination of Basic and Post-Basic Nursing including the Diploma in Nursing (General, Community, Psychiatry) and Midwifery, Diploma in Nursing, Higher Certificate in Nursing, Advanced Diploma in Midwifery and Post-Graduate Diploma's in Nursing.
- Possess proficiency in teaching and assessment in Nursing Education.
- Possess sound knowledge of planning, scheduling, implementation of Nurse training programmes.
- Possess sound conflict and decision-making/problem solving skills.
- Have good research and analytical skills.
- Have excellent communication and presentation skills (both verbal and written).
- Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook.
- Good interpersonal relations.
- Ability to work within deadlines.

KEY PERFORMANCE AREAS

- Coordinates the provision of education and training of Student Nurses.
- Manages clinical learning exposure to students between college and clinical areas.
- Coordinates and ensure clinical accompaniment of students.
- Coordinates teaching and learning of R171 programme as well as teaching and learning of Community Nursing component of the R425 programme.
- Develops and ensure implementation of quality assurance programmes.
- Collaborate with other internal and external stakeholders and build a sound relationship within the Department.
- Supervision and management of performance and development of staff under your discipline in accordance with EPMDS policy.
- Oversees the supervision of students.
- Policy analysis and development.
- Development and review of nursing curricula for all categories of training.
- Implements the new nursing programmes in line with SANC and CHE regulations.
- Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus.
- Participates in all governance structures of the College.

ENQUIRIES: DR TE MATSANE
035-9017094/10

CLOSING DATE: 10 JUNE 2022

ALL APPLICATIONS SHOULD BE FORWARDED TO:

The Principal: Ngwelezana Campus
Private Bag X20016
EMPANGENI
3880

OR Hand Delivered to: Ngwelezana Campus Admin Block

