



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Physical Address: Ngwelezana Tertiary Hospital, Thanduyise Road
Postal Address: Private Bag X20021, Empangeni, 3855
Tel: 035 901 7000 Fax: 035 794 3107 Email: sithembile.masikane2@kznhealth.gov.za
www.kznhealth.gov.za

HRM

Enquiries: Mrs. SG Masikane

Date : 2024.03.12

Tel. No : 035 – 901 7000

**TO: ALL HEADS OF INSTITUTIONS
ALL EMPLOYEES
COMMUNITY MEMBERS**

VACANCIES IN THE DEPARTMENT OF HEALTH: NGWELEZANA TERTIARY HOSPITAL CIRCULAR MINUTE NO: NGWE 02/2024

The content of this circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Institutions must ensure that all employees who meet the requirements of the post must be made aware of this circular minutes even if they are absent from their place of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
 - a) Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the website-www.kznhealth.gov.za
 - b) Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV)
 - c) Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form.
 - d) Applicants are **NOT** required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae (CV).
 - e) The certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview.
 - f) The reference number of the post must be indicated in the column provided on the Z83 application form e.g. NGWE 01/2022

N.B: FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL DISQUALIFY APPLICANTS

2. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful.



3. People with disability should feel free to apply
4. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department.
5. 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 Residents/ Work Permit holders must attach a copy of their Permanent Residence Permit to their application.
6. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.

CLOSING DATE FOR APPLICATIONS IS: 19 APRIL 2024

Original copy signed by:

**Chief Executive Officer
Ngwelezana Tertiary Hospital**

POST	: HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE 1
INSTITUTION	: NGWELEZANA TERTIARY HOSPITAL
REFERENCE NO	: NGWE 02/2024
DEPARTMENT	: INTERNAL MEDICINE
REMUNERATION	: R 2 354 559.00 – R2 497 788.00 GRADE 01
OTHER BENEFITS	: 13 th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 18% In-hospital area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Commuted Overtime which is determined by service delivery needs of the department.

MINIMUM REQUIREMENTS FOR THE POST:

- Senior Certificate / Grade 12
- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine.
- Appropriate tertiary qualification in the Health Science (MBChB)
- Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine.
- A minimum of 7 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist
- Proof of current and previous working experience endorsed by Human Resource department (certificate of service).
- Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Appropriate specialist procedures and protocols within field of expertise.
- Understanding of basic Human Resource matters including Labour Relations.
- Control of budget, monitoring expenditure and project management.
- Assessment, diagnose and management of patients within the field of expertise.
- Managerial and financial management skills.
- Computer skills.
- Driving skills.
- Problem solving skills.
- Concern of excellence.
- Courtesy and interpersonal relation skills.
- Stress tolerance and innovation skills.
- Awareness of cross-cultural differences.

RECOMMENDATIONS

- Valid driver's license

KEY PERFORMANCE AREAS

- Overall management of internal medicine specialist services within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility.
- Render efficient and cost-effective internal medicine services to patients managed by Ngwelezana Hospital, Queen Nandi Regional Hospital, District Health Care Services in Region 4 and Primary Health Care Services in Umhlathuze Sub-District.
- Strengthen and ensure continuous clinical governance for internal medicine services within the area of jurisdiction.
- Ensure rational use of resources including laboratory investigations, medication, consumables and equipment.
- Deliver effective and efficient administration of the internal medicine department.
- Plan and partake in the training of staff including registrars, medical officers. Community service officers. Interns and undergraduate medical students and also support relevant clinical research, clinical trials and other activities.

- Develop tertiary services within the field of internal medicine.
- Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients.
- Conduct out-patient specialist clinics and in-patient and provide expert opinion where required.
- Monitor services rendered to hospital patients in this discipline, undergraduate and postgraduate teaching and training, development and supervision of research projects and academic outreach.
- Ensure provisioning of a 24-hour service in internal medicine.
- Provide vision, strategic direction and inspire employees to deliver excellent, quality health services.
- Manage the performance of allocated human resources.
- Ensure that working environment complies with Health and Safety Act, staffs adhere to the safety precautions and that staff is maintained to attain optimal productivity.
- Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware and adhere to protocols.
- Compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis.
- Provide measures and guidance on quality assurance to comply with the set quality standards.
- Generate reports, plans, presentations and perform other administrative duties attached to this position.
- Strengthen partnership with relevant stakeholders i.e. Medical School, Referral Hospitals, Research Council, etc.
- Maintain clinical, professional and ethical standards.

ENQUIRIES: Dr. RS Moeketsi

TEL NO: 035-901 7000

CLOSING DATE FOR APPLICATIONS: 19 APRIL 2024

Applications should be forwarded to: The Deputy Director: HRM: Mr. MP Zungu

Ngwelezana Tertiary Hospital

Private Bag X 20021

EMPANGENI

3880

OR

Hand delivered to:

The Human Resource Department

Ngwelezana Tertiary Hospital

Thanduyise Road

EMPANGENI

3855

Management reserves the right to allocate employees outside the appointed domain

POST	: HEAD CLINICAL UNIT (MEDICAL) GRADE 1
INSTITUTION	: NGWELEZANA TERTIARY HOSPITAL
REFERENCE NO	: NGWE 03/2024
DEPARTMENT	: ENT UNIT
REMUNERATION	: R 1 887 363.00 – R2 001 927.00
OTHER BENEFITS	: All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Plus 18% In-hospital area allowance. Commuted Overtime which is determined by service delivery needs of the department.

MINIMUM REQUIREMENTS FOR THE POST:

- Senior Certificate / Grade 12
- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in ENT.
- Appropriate tertiary qualification in the Health Science (MBChB)
- Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in ENT.
- A minimum of 3 years appropriate experience as a Medical Specialist in ENT after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist
- Proof of current and previous working experience endorsed by Human Resource department (certificate of service).
- Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Appropriate specialist procedures and protocols within field of expertise.
- Understanding of basic Human Resource matters including Labour Relations.
- Control of budget, monitoring expenditure and project management.
- Assessment, diagnose and management of patients within the field of expertise.
- Managerial and financial management skills.
- Computer skills.
- Driving skills.
- Problem solving skills.
- Concern of excellence.
- Courtesy and interpersonal relation skills.
- Stress tolerance and innovation skills.
- Awareness of cross-cultural differences.

RECOMMENDATIONS

- Valid driver's license

KEY PERFORMANCE AREAS

- Participate in the coordination of anesthetic unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility.
- Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients.
- Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services.
- Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities.
- Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital.
- Strengthen clinical governance.
- Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures.
- Provide measures and guidance on quality assurance to comply with set quality standards.

- Manage the performance of allocated human resources.
- Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity.
- Ensure equipment is maintained and functional at all times.
- Render affective administrative support.
- Provide after hour coverage and ensure continuous clinical support to junior staff.
- Attend to meetings and workshops as directed.
- Comply with all legal prescripts, acts, legislative, policies, circulars, procedures, guidelines and code of conduct for public service.
- Adhere to correct channels of communication as per the hospital organogram.
- Maintain clinical, professional and ethical standards.

ENQUIRIES: Dr. RS Mocketsi TEL NO: 035-901 7000

CLOSING DATE FOR APPLICATIONS: 19 APRIL 2024

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Ngwelezana Tertiary Hospital
Private Bag X 20021
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POST	: MANAGER NURSING (LEVEL 3 HOSPITAL)
INSTITUTION	: NGWELEZANA TERTIARY HOSPITAL
REFERENCE NO	: NGWE 04/2024
DEPARTMENT	: NURSING MANAGEMENT
REMUNERATION	: R 1 045 731 – R1 174 446.00
OTHER BENEFITS	: All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Plus 8% In-hospital area allowance.

MINIMUM REQUIREMENTS FOR THIS POST:

- Senior Certificate/ Grade 12.
- Diploma / Degree in General Nursing that allows registration With SANC as Professional/General Nurse
- Diploma in Nursing Administration or Management
- Current registration with the SANC as a Professional Nurse
- A minimum of **10 years** appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing
- At least **5 years** of the period referred to above must be appropriate / recognizable experience as **management level** (Assistant Manager Nursing)
- Proof of working experience endorsed by Human Resource Department

RECOMMENDATIONS

- Computer literate
- Valid driver's license

KNOWLEDGE, SKILLS, COMPETENCIES AND TRAINING REQUIRED:

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patients' Rights, Batho Pele principles, etc.
- Mentorship & supervisory skills
- Leadership, management, planning, organizing and coordinating skills
- Clinical competencies and policy formulation skills
- Knowledge of nursing care delivery approaches
- Good verbal and written communication skills
- Conflict management / sound labour management skills
- Mentorship and supervisory skills
- Computer literacy
- Knowledge and understanding of Human Resource and Financial practices

KEY PERFORMANCE AREAS:

- Provide leadership a strategic direction in the Nursing Component.
- Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care.
- To execute duties and functions with proficiency, in support of aims and strategic objectives of the hospital and of the Department of Health.
- To contribute towards strategic planning process of the hospital.
- Represent Nursing Component in the Senior Management Team.
- To demonstrate hospital's commitment to quality nursing care and ensure compliance with National Core Standard.
- Advocate and ensure the promotion of nursing ethos and professionalism.
- To manage and supervise the formation and implementation of policies, procedures for nursing service.
- To manage and ensure efficient utilisation of allocated human resources, financial and non-financial resources.
- Deal with disciplinary and grievance matters.

- To ensure provision of effective and efficient infection control services in the hospital and affiliate primary health care services.
- Monitoring and evaluation of patient care delivery in the hospital
- Initiate and participate in health promotion to ensure consistent communication of relevant ,accurate & comprehensive information on health care
- Develop/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork)
- Formulation and implementation of nursing guidelines, practices, standards & procedure.

ENQUIRIES: DR. BS MADLALA TEL NO: 035 901 7000

CLOSING DATE FOR APPLICATIONS: 19 APRIL 2024

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Ngwelezana Tertiary Hospital
Private Bag X 20021
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3880**

OR

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POST	: PROFESSIONAL NURSE (SPECIALITY NURSING) GRADE 1 or 2
INSTITUTION	: NGWELEZANA TERTIARY HOSPITAL
REFERENCE NO.	: NGWE 05/2024
DEPARTMENT	: ORTHOPAEDIC WARD
REMUNERATION	: R431 265.00 – R497 193.00 (GRADE 1) : R528 696.00 – R645 720.00 (GRADE 2)
OTHER BENEFITS	: 13 th Cheque, Medical Aid (optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance

MINIMUM REQUIREMENTS FOR THESE POSTS:

GRADE 1:

- Senior Certificate / Grade 12
- Diploma / Degree in General Nursing that allows registration with the SANC as a General Nurse
- A post basic qualification in Orthopaedic Nursing Science
- Registration with the SANC as a Professional Nurse
- Current SANC receipt
- A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- Proof of current and previous working experience endorsed by Human Resource department (certificate of service).

GRADE 2:

- Senior Certificate / Grade 12
- Diploma / Degree in General Nursing that allows registration with SANC as a General Nurse.
- A post basic qualification in Orthopaedic Nursing Science
- 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 to above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field.
- Current SANC receipt.
- Proof of current and previous working experience endorsed by Human Resource department (certificate of service).

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:

- Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution.
- Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team.
- Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs.
- Advocate for quality care of patients
- Maintain accurate and complete patient records.
- Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives.
- Assist the Operational manager with overall management and necessary support for the effective functioning of the unit.
- Train and supervise junior staff and student nurses
- Strengthen ethics and professionalism.
- Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures.
- Ensure effective and efficient management of resources and availability of essential equipment.
- Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes.
- Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies.
- Participate in staff development using EPMDS System and other work related programmes and training.

ENQUIRIES:

MR. O KUNDA

TEL NO: 035 901 7258

CLOSING DATE FOR APPLICATIONS: 19 APRIL 2024

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POST	: PROFESSIONAL NURSE (SPECIALITY NURSING) GRADE 1 or 2: PSYCHIATRY
INSTITUTION	: NGWELEZANA TERTIARY HOSPITAL
REFERENCE NO.	: NGWE 06/2024
DEPARTMENT	: PSYCHIATRY
REMUNERATION	: R431 265.00 – R497 193.00 (GRADE 1) : R528 696.00 – R645 720.00 (GRADE 2)
OTHER BENEFITS	:13 Cheque, Medical Aid (optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance

MINIMUM REQUIREMENTS FOR THESE POSTS:

GRADE 1:

- Senior Certificate / Grade 12
- Diploma / Degree in General Nursing that allows registration with SANC as a General Nurse.
- A post basic qualification in Advanced Psychiatric Nursing or Child Psychiatric Nursing.
- Registration with the SANC as a Professional Nurse
- Current SANC receipt
- A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- Proof of current and previous working experience endorsed by Human Resource department (certificate of service).
- Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.

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GRADE 2:

- Senior Certificate / Grade 12.
- Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse.
- A post basic qualification in Advanced Psychiatric Nursing or Child Psychiatric Nursing.
- A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing
- Current SANC receipt.
- 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.
- Proof of current and previous working experience endorsed by Human Resource department (certificate of service).
- Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.

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.
- Full understanding of the role of a professional nurse

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 Norms 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

ENQUIRIES: MR. O KUNDA TEL NO: 035 901 7258

CLOSING DATE FOR APPLICATIONS: 19 APRIL 2024

**Applications should be forwarded to: The Deputy Director: HRM: Mr. MP Zungu
Ngwelezana Tertiary Hospital
Private Bag X 20021
EMPANGENI
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OR

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POST	: PROFESSIONAL NURSE (SPECIALITY NURSING) GRADE 1 or 2
INSTITUTION	: NGWELEZANA TERTIARY HOSPITAL
REFERENCE NO.	: NGWE 07/2024
DEPARTMENT	: ONCOLOGY
REMUNERATION	: R431 265.00 – R497 193.00 (GRADE 1) : R528 696.00 – R645 720.00 (GRADE 2)
OTHER BENEFITS	:13 Cheque, Medical Aid (optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance

MINIMUM REQUIREMENTS FOR THESE POSTS:

GRADE 1:

- Senior Certificate / Grade 12
- Diploma / Degree in General Nursing that allows registration with SANC as a General Nurse.
- A post basic qualification in Oncology Nursing.
- Registration with the SANC as a Professional Nurse
- Current SANC receipt
- A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- Proof of current and previous working experience endorsed by Human Resource department (certificate of service).

GRADE 2:

- Senior Certificate / Grade 12.
- Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse.
- A post basic qualification in Oncology Nursing
- A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing
- Current SANC receipt.
- 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.
- Proof of current and previous working experience endorsed by Human Resource department (certificate of service).

KNOWLEDGE, SKILLS, COMPETENCIES AND TRAINING REQUIRED:

- Ability to educate patients and/ or families as to the nature of disease and to provide instruction on proper care treatment.
- Knowledge of supportive care principles and techniques for Oncology patients.
- Knowledge of the nature and treatments of oncological diseases and of reactions and side effects of related therapy methods.
- Knowledge of bereavement counselling techniques
- 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 quality specialized nursing care as directed by the scope of practice and standards determined by relevant specialty.
- Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs.
- Provides direct nursing care for specified patient including appropriate supportive care and administrative of chemotherapy, blood components, fluids and electrolyte replacements and other oncology treatments as prescribed.
- Perform nursing assessments and triage of patient care needs for new and ongoing patients.
- Provide education to patients, families, and significant others, acts as an information resource to students, health care professionals, patients and public.
- Provide family support as required, including applicable referrals and bereavement counselling.
- Follows established departmental policies, procedures and objectives, continuous quality improvement objectives and safety.
- Train and guide other nursing and support staff engaged in clinical activities, may participate in research and related activities.
- Performs miscellaneous job related duties as assigned.
- 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.
- Participate in staff development using EPMDS System and other work related programmes and training.
- Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes.
- Ensure effective and efficient management of resources and availability of essential equipment.
- Attend to meetings, and assist with relief duties of supervision as assigned by the supervisor.

ENQUIRIES: MR. O KUNDA TEL NO: 035 901 7258

CLOSING DATE FOR APPLICATIONS: 19 APRIL 2024

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POST	: PROFESSIONAL NURSE GENERAL STREAM GRADE 1/2/3
INSTITUTION	: NGWELEZANA TERTIARY HOSPITAL
REFERENCE NO.	: NGWE 08/2024
DEPARTMENT	: ONCOLOGY
REMUNERATION	: R293 670.00 – R337 860.00 (GRADE 1) : R358 626.00 – R409 275.00 (GRADE 2) : R431 265.00 – R521 172.00 (GRADE 3)
OTHER BENEFITS	: 13th Cheque, Medical Aid (optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance

MINIMUM REQUIREMENTS FOR THESE POSTS:

GRADE 1:

- Senior Certificate (Grade12)
- Diploma / Degree in General Nursing that allows registration with the SANC as General Nurse. Registration with the SANC as a Professional Nurse
- Current SANC receipt

GRADE 2:

- Senior Certificate (Grade12)
- Diploma / Degree in General Nursing that allows registration with SANC as General Nurse.
- Registration with the SANC as a Professional Nurse
- A minimum of 10 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing
- Current SANC receipt.
- Attach proof of working experience endorsed by Human Resource Department

GRADE 3:

- Senior Certificate (Grade12)
- Diploma / Degree in General Nursing that allows registration with SANC as General Nurse.
- Registration with the SANC as a Professional Nurse
- A minimum of 20 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing
- Current SANC receipt.
- Attach proof of working experience endorsed by Human Resource Department

RECOMMENDATIONS:

- Experience in Oncology and Palliative care.
- Psychiatry Nursing/ Community Nursing and Midwifery is an advantage.

KNOWLEDGE, SKILLS, COMPETENCIES AND TRAINING REQUIRED:

- Ability to educate patients and/ or families as to the nature of disease and to provide instruction on proper care treatment.
- Ability to build relationships with patients
- Willingness to advocate for patients
- Knowledge of supportive care principles and techniques for Oncology patients.
- Knowledge of the nature and treatments of oncological diseases and of reactions and side effects of related therapy methods.
- Knowledge of counselling techniques.
- High level of accuracy.
- Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations

KEY PERFORMANCE AREAS:

- Provides direct nursing care for specified patient including appropriate supportive care and administrative of chemotherapy, blood components, fluids and electrolyte replacements and other oncology treatments as prescribed.
- Executive professional nurses' duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution.
- Provides direct nursing care for specified patient including appropriate supportive care and administrative of chemotherapy, blood components, fluids and electrolyte replacements and other oncology treatments as prescribed.
- Give supportive resources of the patient and families to promote positive outlook
- Managing the side effects of cancer treatments and pain.
- Provide nursing care that leads to improved service delivery.
- Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team.
- Co-ordinate clinical activities of the unit.
- 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 programs and training.
- Maintain accurate and complete patient records.
- Ensure that equipment and machinery is available and functional at all time
- Report and challenges and deficiencies within the unit
- Perform administrative functions as assigned by the Supervisor
- Ensure self-development and motivate human resource development of co-workers.
- Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital.
- Train and supervise junior staff and student nurses

ENQUIRIES: MR. O KUNDA TEL NO: 035 901 7258

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**The Human Resource Department
Ngwelezana Tertiary Hospital
Thanduyise Road
EMPANGENI
3855**

Management reserves the right to allocate employees outside the appointed domain as determined by service delivery demands, this may occur in instances of staff shortages experienced in any nursing component.