



**health**

Department:  
Health  
PROVINCE OF KWAZULU-NATAL

**DIRECTORATE:**

491 Mbatha Lane, Nkandla, 3855  
P/ Bag x102, NKANDLA 3855  
Tel: 035- 833 5090 Fax: 035-833 0054 Email: nelisiwe.buthelezi@kznhealth.gov.za

**NKANDLA HOSPITAL  
HUMAN RESOURCE**

**Reference: NKAH 18/2021**

**Enquiries: Mr SP Dlamini  
Telephon: (035) 833 5085**

2021/12/28

**TO: ALL HEADS OF INSTITUTIONS  
RE: VACANCIES IN THE DEPARTMENT OF HEALTH-NKANDLA HOSPITAL**

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) Application for employment Form (Z83). Obtainable from any government Department or from the website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za)
  - b) Certified copies of highest educational qualifications and I.D (Not Copies of certified copies) and certified copies must not be older than 3 months
  - c) Curriculum Vitae
  - d) Drivers License {If required}
  - e) Contactable and verifiable references must be included in the C.V
  - f) The reference number of the post must be indicated in the column provided on the Z83 application form e.g. NKAH G01/2007
  - g) Faxed / emailed applications will not be considered

**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.

**CLOSING DATE FOR APPLICATIONS IS: 11 January 2022**

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**Chief Executive Officer  
Nkandla Hospital**

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uMnyango Wezempilo . Departement van Gesondheid

*Fighting Disease, Fighting Poverty, Giving Hope*

**POST** : ASSISTANT MANAGER NURSING (SPECIALTY)  
**NUMBER OF POSTS** : 01  
**COMPONENT** : NKANDLA HOSPITAL  
**REFERENCE NO.** : NKAH 18/2021  
**CENTRE** : Nkandla Hospital  
R614 991.00-R692 116.00  
Plus 13<sup>th</sup> Cheque, Rural Allowance 8%, Medical Aid – Optional,  
Government Employee Housing Scheme – Employee must meet the  
prescribed requirements

**MINIMUM REQUIREMENT:**

- Senior certificate /Grade 12
- Degree / Diploma in nursing that allow registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery.
- Registration with SANC as Professional Nurse and Midwifery.
- Current SANC receipt (2021)
- A minimum of 10 years appropriate / recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing
- At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the one (01) year post basic qualification in advanced Midwifery and neonatal Nursing Science
- At least three(03) years of the period referred to above must be appropriate /recognizable experience at management level
- A post-basic nurse qualification, with a duration of at least one (1) year accredited with SANC in Advance Midwifery and Neonatal Nursing Science
- Proof of previous and current experience endorsed and stamped by Human Resource Department
- Applicants must submit confirmation letter of relevant experience from their supervisor in an official letterhead of the employer when apply.

**RECOMMENDATIONS**

- Nursing administration
- Valid driver's license

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED.**

- Knowledge of health legislation and policies at the public institution
- Sound knowledge of clinical skills
- Ability to develop policies and computer literacy
- Basic financial management skills
- Sound negotiation, planning. Organizing, ecision making and conflict management skills
- Good team building and problem solving
- Knowledge medical disciplines and management skills

## **KEY PERFORMANCE AREAS**

- Ability to implement National Core standards, knowledge of batho pele and patients' rights
- Excellent communication skills , human relation and ability to teach and train staff within a team
- Ability to work and maintain relationship within a diverse community
- Knowledge of health and public service legislation, regulations and policies
- Appropriate understanding of nursing scope of practice and nursing standards
- Basic computer literacy to enhance service delivery
- Effective communication with patients, supervisors and other health professions
- Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high level of service delivery
- Knowledge of labour relations and disciplinary procedures
- Basic understanding of HR and financial policies and practices. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision making and problem solving

**ENQUIRIES: Ms NV Ntuli (035- 833 5021)**

**CLOSING DATE FOR THE APPLICATIONS IS: 11/01/2022**

All applications should be forwarded to: **The Human Resource Manager: Mr. S.P Dlamini  
Nkandla District Hospital  
Private Bag X 102  
Nkandla ,  
3855**

**DUE TO BUDGETARY CONSTRAINTS S&T WILL NOT BE PAID TO THE CANDIDATES WHO WILL BE ATTENDING INTERVIEWS.**