



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Ekudubekeni Reserve, Mahlabathini, 3885
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www.kznhealth.gov.za

**NKONJENI HOSPITAL: HUMAN
RESOURCE MANAGEMENT**

Reference: HRM 4/1/1

Enquiries: Mrs. N.C.SIBISI

Contact No.: 035 8730013

**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: NKONJENI ST FRANCIS HOSPITAL

CIRCULAR MINUTE No. NKO HOSP 06/2024

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 result to your application being disqualified
- Closing date for all applications is **28 March 2024**

ORIGINAL SIGNED

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**HOSPITAL CEO
NKONJENI HOSPITAL**

GROWING KWAZULU-NATAL TOGETHER

JOB TITLE : CLINICAL NURSE PRACTITIONERS
INSTITUTION : NKONJENI /ST FRANCIS DISTRICT HOSPITAL
CENTER : NOMDIYA CLINIC
REFERENCE NO. : NKO 06/2024
SALARY : GRADE 1: R 431265 PER ANNUM
 GRADE 2: R 528 696 PER ANNUM
NUMBER OF POSTS: 01
ALLOWANCES : 12% RURAL ALLOWANCE,
 13TH CHEQUE, MEDICAL AID AND HOUSING ALLOWANCE(EMPLOYEE
 MUST MEET THE PRESCRIBED REQUIREMENTS)

MINIMUM REQUIREMENTS FOR THESE POSTS:

GRADE 1

- Grade 12 (senior certificate) or Standard 10
- Diploma /Degree in General Nursing and Midwifery
- 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)
- Current Registration with the SANC as a Professional Nurse ad Primary Health Care
- A minimum of 4 years appropriate and recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery
- Attach proof of working experience endorsed by Human Resource Department

GRADE 2

- Grade 12 (senior certificate) or Standard 10
- Diploma /Degree in General Nursing and Midwifery
- 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)
- Current Registration with the SANC as a Professional Nurse ad Primary Health Care
- A minimum of 14 years appropriate and recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery
- A minimum of 10 years of the period referred to above must be appropriate/recognisable experience Primary Health Care after obtaining post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)
- Attach proof of working experience endorsed by Human Resource Department

RECOMMENDATION

- Computer certificate
- Valid code EB driver's license (code 08)

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge of all applicable legislations such as Nursing Act, Mental, OH&S Act, Batho Pele principle and patients' rights charter Labors relations Act, Grievance Procedures.
- Leadership, organizational, decision making and problem solving, conflict handling and counselling.
- Good listening and communication skills

- Co-ordination and planning skills
- Team building and supervisory skills
- Good interpersonal relationship skill
- Good insight of procedures and policies pertaining to nursing care.
- Ability to assist formulation of patients care related policies.

KEY PERFORMANCE AREAS

- Support OMN in all programs
- Attend PHC cash flow when OMN is not on duty, weekly nerve center, monthly information sharing meetings
- Ensure the effective, efficient and economical use of allocated resources
- Implementation of Norms and Standards and ICRM
- Audit clinical records by identification of risks/gaps develop action plans ensure implementation and monitor progress
- Demonstrate effective communication with public, supervisors and Health Professionals
- Implementation of the T90 strategies
- Coordinate Operation Sukuma Sakhe in the catchment areas where clinic is situated
- Render comprehensive PHC package of services to the clients
- Develop and implement PHC Community Based Model considering the disease profile.
- Provide comprehensive verifiable information on progress
- Management of complains and PSI as laid down in national guidelines
- Ensure monitoring and capturing of complaints, compliments, suggestions and PSI
- Assist OMN to compile weekly, monthly and quarterly data and reports

CLOSING DATE : 28 March 2024

ENQUIRIES : MRS N.C SIBISI TEL NO.:035 873 0013

- **NB: Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application.**
- **Due to financial constraints S&T Claims and Resettlement / Relocation will not be considered.**
- **Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty.**
- **No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation.**
- **Applications to be emailed to nontobeko.sibisi@kznhealth.gov.za & phumlani.khumalo2@kznhealth.gov.za**

**ATTENTION: HUMAN RESOURCE DEPARTMENT OR HAND DELIVERY TO: REGISTRY SECTION
NKONJENI /ST FRANCIS HOSPITAL
PRIVATE BAG X509
MAHLABATHINI 3865**