TO: HEADS OF INSTITUTIONS

RE: VACANCIES IN THE DEPARTMENT OF HEALTH: McCORD PROVINCIAL EYE HOSPITAL

OCCUPATIONAL HEALTH NURSE

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 posts 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 Z83); which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za.
   b) A detailed ‘Curriculum Vitae’
   c) Recently certified copies of identity/ passport documents; all educational qualifications including Matric Certificate, professional registration certificates where applicable and certificate/s of service from previous employer/s (* Note it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) – and not copies of certified copies.

2) Applicants applying for more than one (1) post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post.

3) The ‘Reference Number’ and ‘Position’ for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83.

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

5) 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).

6) The successful candidate would be required to sign a performance agreement within three months of appointment.

7) Non-South African citizen applicants must have a valid work permit and proof must be attached thereof.

8) Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please.

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

10) The Department reserves the right not to fill the post/s.

11) Please note that no emailed or faxed applications will be accepted.

Failure to comply with the above instructions will disqualify applicants.

(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.)

Original signed by Acting CEO

ACTING HOSPITAL CEO

Enquiries: Ms Sithole
Telephone: 031 268 5832
Date: 17 June 2020
McCORD PROVINCIAL EYE HOSPITAL – PROFESSIONAL NURSE GRADE1-2 (SPECIALITY STREAM)

Persons with disability are encouraged to apply

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<tr>
<th>INSTITUTION</th>
<th>REF.NO</th>
<th>UNIT</th>
<th>NO OF POST</th>
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<tr>
<td>MPEH</td>
<td>OHN/06/2020</td>
<td>OCCUPATIONAL HEALTH CLINIC</td>
<td>01</td>
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**SALARY SCALE GRADE 1**  
R383 276.00 - 444 276.00

**SALARY SCALE GRADE 2**  
R471 333.00 - 579 696.00

**BENEFITS**:  
13th Cheque, Medical Aid (optional)  
Home owner allowance (Employee must meet prescribed conditions)

**MINIMUM REQUIREMENTS AND EXPERIENCE (GRADE 1)**

- Basic R425 qualification (i.e Degree/Diploma) in nursing or equivalent qualification that allows registration with the SANC as a “Professional Nurse”.
- A post basic nursing qualification with duration of at least 1 year in ‘Occupational Health Nursing Science’ accredited with SANC.
- Current registration with SANC as a professional Nurse and Occupational Health Nursing Science.
- A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in (General Nursing)
- Proof of current registration with SANC (2020 annual license to practice)

**MINIMUM REQUIREMENT AND EXPERIENCE (GRADE 2)**

- Basic R425 qualification (i.e Degree/Diploma) in nursing or equivalent qualification that allows registration with the SANC as a “Professional Nurse”.
- A post basic nursing qualification with duration of at least 1 year in ‘Occupational Health Nursing Science’ accredited with SANC.
- Current registration with SANC as a professional Nurse and Occupational Health Nursing Science.
- A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in (General Nursing)
- At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification in the relevant license to practice.
- Proof of current registration with SANC (2020 annual license to practice)

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

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal framework.
- Sound knowledge of occupational Health and Safety Act, Compensation of injuries and Diseases Act, (COIDA) and the latest Employee Health and Wellness framework for the service.
- Good interpersonal relations and good listening skills
- Ability to manage patients independently, diligently, responsibility and engage when necessary
- Ability to formulate occupational health related policies and procedures.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
• Ability to demonstrate good insight of policies and procedures pertaining to occupational and employee health and wellness.
• Problem – solving capabilities.
• Sound knowledge of the health programs run at the OHC level.
• Good communication both verbal and in writing and supervisory skills.

RECOMMENDATION

• Unendorsed valid driver’s license (Code 08 or 10)
• Certificate(s) for computer literary on basic Microsoft package

Please provide all your certificates of service from previous and current employer endorsed and stamped by HR Department.

NB: The recognition of relevant experience for new appointments is determined subject to minusing of 1 year relevant experience.

KEY PERFORMANCE AREAS

• Work as part of multidisciplinary team to ensure quality care, including working cooperatively with all employees of diverse social, religious and cultural backgrounds on the development of orientation and induction programme.
• Champion, promote and advocate for proper treatment and care, including employee health and wellness campaigns.
• Conduct disease profiles; develop quality improvement plans, SOPs and internal policies and procedures.
• Coordinate health lifestyles promotion, plan and conduct risk based medical surveillance (baseline, periodical and exit) and evaluate findings.
• Plan and conduct occupational health training programmes.
• Conduct occupational health audits in line with the occupational health and safety Act 85 of 1993, and other relevant legislation and protocols.
• Schedule, conduct and record checks on employees with chronic conditions.
• Coordinate establishment of a multi-disciplinary HIV, AIDS, TB health and productivity.
• Compile and capture IOD cases on the system, including compiling IOD statistics to ensure reporting to Compensation Commissioners Office.
• Maintain accurate staff records, identify and investigate occupational health diseases and compile statistics and submit reports to management.
• Develop occupational business plan in line with institution plans; manage; monitor; evaluate and review the utilization of resources in the component.
• Administer and practical implementation of all relevant Human Resource Management Policies including the most recently promulgated relating to COVID – 19 Pandemic.

ENQUIRIES: Ms NNM Sithole TELEPHONE: 031. 268 5832

CLOSING DATE: 2020/06/30 at 15h00

All applications to be forwarded to:
The Hospital Manager,
McCord Provincial Eye Hospital,
PO Box 37587,
OVERPORT 4067.

Attention: HR Recruitment OR dropped off at Sinikithemba Building, Human Resource Department, McCord Provincial Eye Hospital in the box that is at the entrance.

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