



**KWAZULU-NATAL PROVINCE**

HEALTH  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE:**

Pholela Community Health Centre  
Private Bag X502, BULWER, 3244  
D1213, Hlanganani Road,  
Tel: 039 832 9491 Fax: 039 832 9482, Email Address: mfanafuthi.ngubeni@kznhealth.gov.za

Human Resource Department

10 January 2024

Enquiries: Mr IS Maphanga

**TO: ALL DEPARTMENTAL EMPLOYEES**  
**VACANCIES AT PHOLELA COMMUNITY HEALTH CENTRE**  
**CIRCULAR MINUTE NO.01 OF 2024**

The content of this Circular minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in 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) Z83 New form (Application for employment form) effective from 1 January 2021-completed and signed which is obtainable at any Government Department **OR** from the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za)
  - b) Comprehensive CV (with detailed experience).
  - c) Copies of Qualifications, Registration Certificate/s, ID and Driver's license, proof of experience must **not** be submitted when applying for employment. These will be requested only from shortlisted candidates.
2. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 08/2022.
3. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will **NOT** be accepted.
4. Please note that due to the large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only.
5. Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. On-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.
6. **The appointments are subjected 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) and proof of experience**
7. **Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews**
8. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply

**CLOSING DATE:**

**02 February 2024**

\_\_\_\_\_  
Dr LDH Buthelezi  
Chief Executive Officer/ Medical Manager  
Pholela Community Health Centre

\_\_\_\_\_  
Date



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

### **ADVERTISEMENT**

**JOB TITLE** : CLINICAL NURSE PRACTITIONER GRADE 01/02  
**INSTITUTION** : PHOLELA COMMUNITY HEALTH CENTRE (OPD DEPARTMENT)  
**NO OF POST** : 01  
**REFERENCE** : PHO 01 /2024  
**SALARY NOTCH** : GRADE 01 R431 265.00-R497 193.00 PER ANNUM  
GRADE 02 R528 696.00-R645 720.00 PER ANNUM  
**OTHER BENEFITS** : 13<sup>TH</sup> CHEQUE, 8% INHOSPITABLE AREA ALLOWANCE  
MEDICAL AID (Optional Housing Allowance  
(Employee must meet prescribed requirements)

### **MINIMUM REQUIREMENTS FOR THE POST:**

#### **GRADE 01**

- Senior certificate (grade 12) or equivalent qualification plus
- Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse ; plus
- Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care) with a duration of at least 01 year, accredited with SANC.
- Current SANC Receipt-2024
- A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing.

#### **GRADE 02**

- Senior certificate (grade 12) or equivalent qualification plus
- Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse ; plus
- Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care) with a duration of at least 01 year, accredited with SANC.
- Current SANC Receipt-2024
- A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing.
- At least 10 years of the period referred to above must be recognizable experience in PHC specialty after obtaining the 01 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care)

**NB: All shortlisted candidates will be required to provide certified copies of educational qualifications, Identity Document, Driver's License, Computer Certificate, and proof of experience (not Z17) endorsed by HR Office indicating clearly in detail periods of experience and roles.**

**THE EMPLOYMENT EQUITY TARGET FOR THE POST IS AFRICAN MALE**



## **KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

### **KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES:**

- Knowledge of Nursing Legislation and related legal and ethical nursing practices e.g. Nursing Act, Health Act, Patient Rights charter, Batho Pele Principles etc.
- Knowledge of SANC Rules and Regulations
- Good Communication, Leadership, Interpersonal and Problem solving skills.
- Basic Understanding and Knowledge of HR and Financial policies
- Decision Making and Problem solving skills
- Skills in organizing , planning and supervising
- Sound Knowledge of scope of practice

### **KEY PERFORMANCE AREAS**

- Provision of quality comprehensive community health care
- Demonstrate effective communication with patients, supervisor and other clinicians, including report writing.
- Provision of administrative, educational and clinical services.
- Assist the Operational Manager with overall management and necessary support for effective functioning of the clinic.
- Conduct health education to the community.
- Work as part of multidisciplinary team to ensure good Nursing Care.
- Implement and advocate for preventive, promotive, curative and rehabilitative health initiative for clients and the community served by the clinic.
- Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic.
- Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic.
- Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations.
- Refer patients promptly according to the set guidelines, protocol and policies.
- Participate in Employee Performance Management and Development System (EPMDS).
- Assist in data management

**Enquiries: Mrs. TF Nzimande**

**Telephone No: 039-8329488**

**Applications must be forwarded to: Assistant Director: HRM  
Private Bag x502  
Bulwer  
3244.**

**Attention: Mr IS Maphanga or hand delivered to: Human Resource Office at Pholela CHC, D1213 Hlanganani road Bulwer 3244.**

<b>The applications can be also email to: <a href="mailto:Siyabonga.maphanga@kznhealth.gov.za">Siyabonga.maphanga@kznhealth.gov.za</a></b>
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**Closing date: 02 February 2024**



## **KWAZULU-NATAL PROVINCE**

**HEALTH  
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### **RE-ADVERTISEMENT**

**JOB TITLE : CLINICAL NURSE PRACTITIONER GRADE 01/02**  
**INSTITUTION : PHOLELA COMMUNITY HEALTH CENTRE**  
**MATERNITY : MATERNITY WARD**  
**NO OF POST : 01**  
**REFERENCE : PHO 22 /2023**  
**SALARY NOTCH : GRADE 01 R431 265.00-R497 193.00 PER ANNUM**  
**GRADE 02 R528 696.00-R645 720.00 PER ANNUM**  
**OTHER BENEFITS : 13<sup>TH</sup> CHEQUE**  
**8% INHOSPITABLE AREA ALLOWANCE**  
**MEDICAL AID (Optional) Housing Allowance (Employee must meet prescribed requirements)**

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- Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations.
- Refer patients promptly according to the set guidelines, protocol and policies.
- Participate in Employee Performance Management and Development System (EPMDS).
- Assist in data management
- Monitor and evaluate the care and management of patients
- Ensure the implementation of antenatal and postnatal policy including PMTCT
- Implement campaign accelerated reduction of maternal mortality

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