



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Physical Address: Pomeroy CHC

HUMAN RESOURCE MANAGEMENT

Physical Address: Private Bag X529,Pomeroy,3020

Tel: 034- 662 3335

Fax: 034-662 3530 E-mail: okuhleko.mtshali@kznhealth.gov.za

www.kznhealth.gov.za

Enquiries: Mr MP Khoza

Reference: HRM 4/2/1

Date: 2024/01/22

**To: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS**

VACANCIES IN THE DEPARTMENT OF HEALTH : POM01/2024

The contents of this Circular Minute must be brought to the notice of all eligible employees of 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 CANDIDATE:

The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the most recent prescribed Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents proof of current and previous work experience endorsed and stamped by human resource/certified Of service will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 01/2024). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).

CLOSING DATE: 16 February 2024

NB: PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S&T

ORIGINAL AVAILABLE ON REQUEST SIGNED BY

MR. T KABWE
ACTING CEO

DATE



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Post : Occupational Health Nurse
Centre : Pomeroy CHC
Ref no : POM 01/2024
Salary notch : Grade 1 R 431 265.00 - R 497 193.00
Grade 2 R 528 696.00 – R 645 720.00

Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner's allowance: Employee must meet prescribed requirements. 12% rural allowance.

MINIMUM REQUIREMENTS FOR THE POST GRADE 1

- Senior Certificate / Grade 12/Standard 10.
- Diploma/Degree in Nursing and Midwifery.
- Current registration with SANC (2024)
- A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Occupational Health Nursing Science or in Clinical Nursing Science Health Assessment Treatment & Care.
- A minimum of 4 years appropriate/recognizable experience after registration with SANC as General Nurse and Midwifery.

MINIMUM REQUIREMENTS FOR THE POST GRADE 2

- Grade 12/Standard 10 or equivalent qualification.
- Diploma/Degree in General Nursing and Midwifery.
- Proof of current registration with SANC (2024).
- A Post-basic Nursing qualification with a duration of at least 1 in Nursing Science accredited with SANC in Occupational Health Nursing Science or in Clinical Nursing Science, Health Assessment, and Treatment & Care.
- A Minimum of 14 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing of which at least 10 years of the referred period must be appropriate/recognizable experience in the specific specialty after obtaining the 1- year post-basic qualification in the relevant specialty.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Knowledge of legislative framework namely Occupational Health and Safety Act, COIDA and other departmental prescript.
- Knowledge and skills in delivering Occupational Health and safety Act, Compensation for Occupational injuries and disease Act other relevant acts.
- Ability to formulate occupation health and patient care related policies.
- Knowledge of provincial and national acts policies.
- Knowledge of sound nursing care delivery approaches.
- Knowledge of infection control, risk and waste management.
- Basic Human Resource and management skills.
- Ability to plan, prioritize and execute duties in order of importance.



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- Excellent communication, leadership, supervisory, report writing, computer literacy, human relation, and problem solving and decision-making skills.
- Ability to provide mentoring coaching to his/her supervisees.
- Knowledge of Batho Pele Principal and National core Standard.
- Knowledge of pharmaceutical management.

KEY PERFORMANCE AREAS

- Ensure compliance to baseline medical surveillance, periodical medical examination and exit medical examination and exit medical examination to Pomeroy CHC employees.
- Provision of quality minor ailment care (preventive and promotive, curative and rehabilitative) service (EDL).
- Provide risk assessment to employees exposed to biological agents.
- Provide optimal, holistic nursing care with set standards and within professional/legal framework.
- Ensure clinical record keeping as laid by relevant legislations.
- Compile statistics and submit report Occupational Health Manager at District Office.
- Develop Occupational Health business plan, strategic plan and procurement plan in line with the institutional plan.
- Work as part of multidisciplinary team to ensure high quality nursing care and ensure target as timeously met.

ENQUIRES: Mr. MP Khoza Assistant Director: HRM Tel No. (034) 662 3592

NB: PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S&T AND RESETTLEMENT PAYMENT FOR ATTENDIN INTERVIEWS. ACCOMODATION WILL ONLY BE ALLOCATED WHEN IT IS AVAILABLE OTHERWISE SUCCESSFUL CANDIDATE MUST ARRANGE THEIR PRIVATE ACCOMODATION PRIOR TO ASSUMPTION OF DUTY. NO INTERIM ACCOMMODATION IN A FORM OF BED AND BREAKFAST OR HOTEL ACCOMMODATION

**ALL APPLICATIONS SHOULD BE POSTED ON: HUMAN RESOURCE MANAGER
POMEROY CHC
PRIVATE BAG X529
POMEROY
3020**

OR HAND DELIVER AT POMEROY CHC HUMAN RESOURCE MANAGEMENT OFFICES; OFFICE NUMBER 16-114;

OR EMAILED TO mbalenhle.zulu@kznhealth.gov.za

CLOSING DATE: 16 February 2024