



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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DIRECTORATE
PORT SHEPSTONE REGIONAL HOSPITAL
CEO OFFICE

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NUMBER PSRH-⁰³2024

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) The most recent Z83 Application form for employment, which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. The Z83 must be completed in full.

(b) Detailed Curriculum Vitae (CV) – information such as Educational Qualification, date/s of registration with relevant Councils, relevant work experience and periods in service should be clearly indicated on the CV.

(c) Applications are not required to submit copies of qualification and other relevant documents with the application. NB HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview.

(d) Applications must be submitted on or before the closing date, late/incomplete applications will be eliminated.

2. The reference number must be indicated in the column provided in the Z83 e.g. PSRH 01/2023.

3. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (Security Clearance (Vetting), Criminal clearance, credit records, and citizenship), verification of educational Qualifications by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC)

4. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor.

5. Applicants are respectfully informed that, if no notification of appointment is received within Three (3) months after the closing date, they must accept that their applications were unsuccessful.

6. The Department reserves the right to or not to make appointment(s) to the advertised post(s).

7. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.

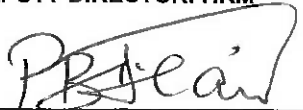
8. Port Shepstone Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the institution. People with disabilities should feel free to apply for the advertised post.

9. All shortlisted candidates will be required to submit proof of current and previous work experience (certificate of Service) endorsed and stamped by the Human Resource department prior to the date of the interview.

(N.B) KINDLY BE INFORMED THAT DUE TO THE SEVERE BUDGET CONSTRAINTS, THE DEPARTMENT IS EXPERIENCING, S&T CLAIMS & RESETTLEMENT (INCLUDING REMOVAL OF BELONGINGS) WILL NOT BE PAID TO ANY CANDIDATE THAT IS ATTENDING THE INTERVIEW PROCESS AND THOSE FOUND SUITABLE FOR APPOINTMENT.

Closing date: 02ND FEBRUARY 2024


DEPUTY DIRECTOR: HRM


ACTING - CHIEF EXECUTIVE OFFICER

DATE: 18/12/2023

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POST CENTRE : PROFESSIONAL NURSE: SPECIALITY GRADE 1/2
NO OF POSTS : PORT SHEPSTONE REGIONAL HOSPITAL (NICU UNIT)
REFERENCE NO : 02
REMUNERATION : PSH 03/2024
: GRADE 1: R 431 265 pa

A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, midwifery and post basic qualification in NICU/Critical care/PICU or Advanced Midwifery Nursing Science

GRADE 2: R528 696 pa

A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, and midwifery of which 10 years must be appropriate/recognisable experience after obtaining the one (1) year post basic qualification in NICU/Adult Critical care/PICU or Advanced Midwifery Nursing Science

OTHER BENEFITS: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

MINIMUM EDUCATION REQUIREMENTS FOR THE POST

Grade 12 or Matric certificate. Diploma/Degree in General Nursing science
Diploma/Degree in Midwifery nursing science. Registration with SANC as General Nurse, midwifery and post basic qualification in NICU/Adult Critical care/PICU or Advanced Midwifery Nursing Science. SANC Receipt for 2024. Certificate of service endorsed by HR.

KNOWLEDGE, SKILLS AND EXPERIENCE

Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching. Conflict handling and counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining to nursing care, computer skills in basic programmes. Knowledge of MNCWH programmes. Willingness to work shifts, day and night duty, weekends, Public Holidays. Competencies (knowledge /skills). Good communications and interpersonal skills, planning and organizational skills

RESPONSIBILITIES / KRA'S

Implement neonatal and child health care programmes. Develop and implement quality assurance policies & operational plans. Implement standards, practice and indication for Neonatal and Child Health Care. Participate in child PPIP meetings. Manage effective utilization of all resources in the unit. Develop and implement strategies for Infection Control and Prevention for the unit. Exercise control over discipline and labour relations issues. Develop / establish and maintain constructive working relationship with nursing and other stake holders. Ensure that the unit complies with Regulated Norms and Standards. Support the Mother Baby Friendly initiative. Support and mentor student nurses. Identify high risk, manage or refer them according to hospital policy. Develop vision and mission and objectives for neonates and paediatrics. Develop, implement and review neonatal and paediatric policies/SOP. Demonstrate adequate knowledge of Covid-19 protocols. Attend meetings held in the institution/outside.

Detailed application for employment (Z83) and Curriculum Vitae.

Certified copies – MUST NOT BE SUBMITTED WHEN APPLYING FOR EMPLOYMENT.

NB: **APPLICANTS ARE ENCOURAGE TO UTILISE COURIER SERVICES (ONLY SHORT LISTED CANDIDATES WILL BE REQUESTED TO SUBMIT PROOF OF QUALIFICATIONS AND OTHER RELATED DOCUMENTS)**

ENQUIRIES APPLICATIONS

Mrs MC Maqutu (039) 688 6117

Applications should be posted to: The Human Resource Manager, Port Regional Hospital, Private Bag X5706, Port Shepstone 4240.

Shepstone

Mr. ZM Zulu

02ND FEBRUARY 2024

FOR ATTENTION CLOSING DATE NOTE

NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications

GROWING KWAZULU-NATAL TOGETHER