

DIRECTORATE: HR

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RICHMOND
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VACANCIES IN THE DEPARTMENT OF HEALTH (RICHMOND HOSPITAL)

CIRCULAR MINUTES NO. RCH01/2024

The content of this Circular Minute must be brought to the notice of all eligible officers and Employee's on your establishment without delay, including those in Regional /District offices. Institutions must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal working places.

DIRECTIONS TO THE CANDIDATES

1. The following documents must be submitted: -

(a) Application for Employment Form (Z.83), which is obtainable from any Government Department OR from the website – www.kznhealth.gov.za **NO FAXED APPLICATIONS!**

NB: SECTION A AND B MUST ALSO BE FILLED.

(b) Certified copies of highest educational qualifications, not older than 3 months—not copies of certified copies.

(c) Applications for employment must submit fully completed Z83 form and fully updated CV only , Copies of certified qualification and other relevant documents will be requested from shortlisted candidates.

NB: failure to comply with the above instruction will disqualify applicants

2. The reference number must be indicated in the column provided on the form Z.83

E.g., reference number RCH 04/2023

3. The appointment is subject to the positive outcome obtained from NIA/CIPC to the following checks: (security checks, credit records, qualification, citizenship and previous experience verification)

4. Please note due to the large number of applications anticipated, applicants will not be acknowledged. Only those interviewed will be informed of the outcome.

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

NB: failure to comply with the above instructions will disqualify applicants.

(This department is an equally opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the department).

NBI DUE TO FINANCIAL CONSTRAINTS, NO S&T WILL BE PAID TO CANDIDATES.

PEOPLE WITH DISABILITIES ARE INVITED TO APPLY AS WELL

ALL APPLICATIONS TO BE FORWARDED: OR HAND DELIVERED TO

The Human Resource Manager
Richmond Hospital
P.O Box 133
Richmond
3780

Original signed by CEO

DR.BI GEBASHE
ACTING CHIEF EXECUTIVE OFFICER
RICHMOND HOSPITAL

ADVERTISEMENT OF POST

POST: CLINICAL NURSE PRACTITIONER: Ndleni Clinic
CENTRE: Richmond Clinic –Richmond Hospital
NO OF POSTS: 01
COMPONENT NURSING
REFERENCE: RCH02/2024
SALARY: R 431265.00 PER ANNUM, PLUS
8% RURAL ALLOWANCE
13TH CHEQUE, MEDICAL AID (OPTIONAL), AND
HOUSING ALLOWANCE
(EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)

MINIMUM REQUIREMENTS FOR THE POST

- Degree/Diploma in General Nursing plus 1 year post basic qualification in PHC
- Registration with South African Nursing Council as a General Nurse, as a Primary Health Care Nurse
- Current SANC Receipt 2024
- A minimum of 4 years appropriate/recognisable experience as a General Nurse.

NB: Certificate of service from previous employers, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management

RECOMMENDATIONS

Computer Literacy

- **GRADE 1**
Experience: A minimum of 4 years appropriate/ recognizable experience as a General Nurse and 1 year in the Specialty (Primary Health Care)
- **GRADE 2**
Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate /recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant Specialty (Primary Health Care)

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED FOR THE POST

- Demonstrate understanding of nursing legislation and related and ethical nursing practices within a Primary health care environment.
- Demonstrate a basic understanding of HR and financial policies and practices.
- Good communication skills
- Good interpersonal skills

KEY RESPONSIBILITY AREAS

- Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for primary health care facility.
- Able to plan and organize own work and that of support personnel to ensure proper nursing care.
- Work as part of the multi-disciplinary team to ensure good nursing care to primary health care level.
- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences.
- Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles.
- Promote quality of nursing care as directed by standards at primary health care facilities.
- Develop mission and vision and objectives for clinic
- Develop, implement and review facility plans
- Facilitate development of facility training programmes

- Know South African Nursing Council rules and regulations pertaining to obstetrics.
- The incumbent will be expected to work overtime and extended hours

TELEPHONE: 033 212 2170
ENQUIRIES: Mrs .N.A Mbana

CLOSING DATE: 18 January 2024

Original signed by CEO

DR BI GEBASHE
ACTING CHIEF EXECUTIVE OFFICER
RICHMOND HOSPITAL