



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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R.K. Khan Hospital

Human Resource Department

ADVERTISEMENT

This Department is an equal opportunity affirmative action employer. It is our intension to promote representivity (race, gender and disability) in the department through the filling of this post. Candidates whose transfer/promotion/appointment promotes representivity will receive preference".

VACANCY IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minutes must be brought to the notice of all employees on the establishment of all Institutions. Institutions must ensure that all employees who meet the requirements of the post/s are made aware of the circular minute even if they are absent from the normal place of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:

- a) Application for employment (form Z83), which is obtainable at any Government Department **OR** from the website – www.kznhealth.gov.za (New Z83)
- b) Comprehensive Curriculum Vitae (CV) with detailed experience
- c) **Copies of qualification, ID, Registration certificates and Driver's licence must not be submitted only the shortlisted candidates that are allowed to bring them before or on the day of the interview.**

2. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2022

3. Faxed and emailed documents will **NOT** be accepted.

NB: Failure to comply with the above instructions will result in disqualification of the application

4. Applicants are respectfully informed that, no notification of interviews is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

5. Applicants in possessions of a foreign qualification must attached an evaluation certificate which is obtain from South African qualification Authority (SAQA) to their application as it is a requirement for verification

5. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening.

6. Due to financial constraints, no S & T claims will be paid for attending interview.

7. The application should be sent to:

**HUMAN RESOURCE DEPARTMENT
R.K. KHAN HOSPITAL
PRIVATE BAG X004,
CHATSWORTH, 4030**

OR Hand delivers to Human Resource Department 2nd floor Opposite Theatre


ACTING CHIEF EXECUTIVE OFFICER

Date: 8 / 11 / 2023



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POST : PROFESSIONAL NURSE [SPECIALITY]
INSTITUTION : R.K. KHAN HOSPITAL
DEPARTMENT : ORTHOPAEDICS
NUMBER OF POSTS : 03
REFERENCE : RKK/PN/04/2023

OTHER BENEFITS:

- 13th Cheque/ Service Bonus
- Medical Aid (Optional)
- Homeowners Allowance employee must meet prescribed requirements.
- Uniform allowance.

PROFESSIONAL NURSE (SPECIALITY) (GRADE 1) (R 431 265.00 – R 497 193.00)

- Senior Certificate/ Matric
- Degree/Diploma in Nursing General Nursing / Midwifery.
- One (1) year post basic qualification in Orthopaedics Nursing accredited with SANC.
- Registration with the SANC as a Professional Nurse.
- A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- Proof of current registration with SANC (2023 Receipt).

PROFESSIONAL NURSE (SPECIALITY) (GRADE 2) (R 528 699.00 – R 645 720.00)

- Senior Certificate/ Matric
- Degree/Diploma in Nursing General Nursing / Midwifery.
- One (1) year post basic qualification in Orthopaedics Nursing accredited with SANC.
- A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining post basic qualification in Orthopaedics Nursing.
- Proof of current registration with SANC (2023 Receipt).
- **Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.**

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Good communication, report writing, decision making and problem solving skills.
- Good interpersonal skills including public relations, conflict handling and counselling.
- Expertise in clinical nursing practices.
- Working as an independent practitioner in the ward environment.
- Knowledge of nursing care processes and procedures.
- An understanding of the challenges facing the Public Health Sector.
- In depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.



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KEY PERFORMANCE AREAS

- To execute Professional Nursing Duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties within the prescripts of all applicable legislation.
- To assist the Operational Manager in charge of the Orthopaedics with the overall management and the necessary support for the effective functioning of the Orthopaedics.
- To develop and ensure implementation of Nursing Care Plan.
- Render quality nursing care in Orthopaedics ward/ Department.
- Ensure proper utilization of Human, material and financial resources and update records thereof.
- Supervision of patients records to ensure accurate and complete patient records.
- Supervision the performance of junior staff so as to promote quality patient care.
- Teach and supervise student nurses allocated in an Orthopaedics department.
- To coordinate Orthopaedics patients care activities, assess needs and prevent orthopaedics complications.

NB! Due to cost cutting measures, S&T Claims will not be paid to those who will be attending interviews.

Candidates who will be appointed in the position will not be paid/ reimbursed for resettlement and relocation claims

ENQUIRIES : MRS.C.Z.L SIMELANE [NURSING MANAGER]

031 459 6030

CLOSING DATE : 22 NOVEMBER 2023