



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

St Apollinaris Hospital
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Human Resource Management

Enquiries: Mr MT Dlamini
Ref. Number: SAP 01/2024
Date: 06 March 2024

TO: HEADS OF ALL DEPARTMENTS IN THE KZN PROVINCIAL ADMINISTRATION
VACANCY IN THE DEPARTMENT OF HEALTH: ST APOLLINARIS HOSPITAL:
CREIGHTON
CIRCULAR MINUTE SAP 01/2024.

The contents of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: Heads 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:

Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are **not** required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Institution will not be liable where applicants use incorrect/no reference number(s) on their applications.

Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews.

This Department is an equal opportunity, affirmative action employer whose aim is to promote representativity in all levels of all occupational categories in the department. People with disabilities are encouraged to apply. Target group for advertised posts are African males.

All documents to be posted to: The Chief Executive Officer, St Apollinaris Hospital, Private Bag X 506, Ixopo, 3276 for the attention of Human Resource Section Or be hand delivered to Human Resource Section, (St Apollinaris Hospital) Creighton.

CLOSING DATE: 05 April 2024

Original signed

Mr TS Zuma
Chief Executive Officer – St Apollinaris Hospital



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

JOB TITLE	:	Professional Nurse (Specialty) Grade1 or 2
CENTRE	:	St Apollinaris Hospital (Maternity Ward)
REFERENCE NUMBER	:	SAP 01/2024
TOTAL NUMBER OF POSTS	:	02
SALARY	:	Grade 1: R431 265.00 - R497 193.00 per annum Grade 2: R528 696.00 - R645 720.00 per annum
OTHER BENEFITS	:	Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet prescribed requirements)

MINIMUM REQUIREMENTS

- Senior Certificate (Grade 12) or equivalent qualification PLUS;
- Diploma or Degree in General Nursing and Midwifery.
- A Post Basic Nursing qualification in Advanced Midwifery with duration of at least one year accredited with SANC.
- Proof of Current registration with SANC as General Nurse, Midwifery and advanced Midwifery (2024)

EXPERIENCE

- **Grade 1:** A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with one year Post basic qualification in Advanced Midwifery.
- **Grade 2:** A minimum of fourteen (14) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in Maternity Ward after obtaining the 1 year post basic qualification in Advanced Midwifery. Current and previous experience endorsed by Human Resource Department

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.
- Work as part of the multi-disciplinary team to ensure good nursing care
- Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences.
- Able to plan and organize own work and that of support personnel to ensure proper nursing care.
- A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.

KEY PERFORMANCE AREA

- Delegate duties and support staff in executing of patient care delivery.
- To do re-adjustment as required on shift to provide adequate nursing coverage.
- Assist in orientation and mentoring of all nursing staff and orientation of other staff.
- To assist in the planning and co-ordinating of training and promote learning opportunity for all Nursing categories.



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

- To maintain code of conduct for the public services and the professional body.
- To complete patient related data and partake in research.
- To do re-adjustment as required on shift to provide adequate nursing coverage.
- Assess suitability of equipment and consumable for specialized areas.
- Assist in relief duties of the supervisor.
- Act as junior shift leader on both day and night shift
- Provision of optional, holistic specialized nursing care in obstetric with set standards and within a professional/ legal framework.
- Implement standard, practices, criteria and indicators for quality nursing (quality of practice)
- Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care.
- Maintain in a constructive working relationship with nursing and other stake holders.
- Utilize human, material and physical resources efficiently and effectively.

Enquiries should be directed to Mrs NK Mathonsi @ 039 833 9001-8



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

JOB TITLE	:	Clinical Nurse Practitioner Grade 1 or 2 (1 post) Grade1 or 2
CENTRE	:	Kilmun Clinic
REFERENCE NUMBER	:	SAP 02/2024
TOTAL NUMBER OF POSTS	:	02
SALARY	:	Grade 1 R431 265.00 - R497 193.00 per annum Grade 2 R528 696.00 - R645 720.00 per annum
OTHER BENEFITS	:	Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet prescribed requirements)

MINIMUM REQUIREMENTS

- Senior Certificate (Grade 12) or equivalent qualification **PLUS**;
- Diploma/Degree in General nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care **PLUS**;
- Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) **PLUS**;
- Proof of current registration with SANC (2024)

EXPERIENCE

Grade 1: A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.

Grade 2: A minimum of fourteen (14) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.
- Work as part of the multi-disciplinary team to ensure good nursing care
- Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences.
- Able to plan and organize own work and that of support personnel to ensure proper nursing care.
- A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.

KEY PERFORMANCE AREA

- Provide direction and supervision for the implementation of the nursing care Compliance and adherence to the relevant prescripts/acts applicable within nursing environment.
- Utilize human, material and physical resources efficiently and effectively.
- Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care.
- Maintain a constructive working relationship with nursing and other stake holders.
- Data management.
- Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

- Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care.
- Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic.
- Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines.
- Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic
- To provide nursing care that leads to improve service delivery by upholding Batho Pele principles.
- Assist the Operational Manager with overall management and necessary support for effective functioning in the clinic.

Enquiries should be directed to Mr F. Ntuli @ 039 833 9001-8