



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

St Apollinaris Hospital
Private Bag X506, IXOPO, 3276
Off Main Road, Centocow Mission, 3263
Tel: 039 8339001 Email: thulani.dlamini@kznhealth.gov.za
www.kznhealth.gov.za

Human Resource Management

Enquiries: Mr MT Dlamini
Ref. Number: SAP 02/2024
Date: 12 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 02/2024.**

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: 19 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 (General with midwifery)
CENTRE	:	St Apollinaris Hospital
REFERENCE NUMBER	:	SAP 03/2024
TOTAL NUMBER OF POSTS	:	01
SALARY	:	Grade 1: R293 670.00 – R337 860.00 per annum Grade 2: R358 626.00 - R409 275.00 per annum Grade 3: R431 265.00 – R543969.00 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.
- Proof of Current registration with SANC as General Nurse, Midwifery (2024)

EXPERIENCE

- GRADE 1: No experience required.
- GRADE 2: A minimum of 10 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery.
- GRADE 3: A minimum of 20 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery.
- Proof of previous and current working experience endorsed and stamped by supervisor must be attached.
- Certificate of service endorsed and stamped by HR Office.

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 comprehensive quality nursing care to patients/clients in a cost-effective and efficient manner.
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- Demonstrate compliance with Nursing Act and SANC regulations.
- Able to plan and organize own work and that of support personnel to ensure proper Nursing Care.



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- Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho Pele and patients' rights charter).
- Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required.
- Ensure compliance with all National, Provincial and professional prescripts/ legislation in the units.
- Participate in the analysis and formulation of nursing policies and procedures
- Provide a safe therapeutic and hygiene environment.
- Work effectively and amicably with other employees/patients of diverse intellectual, cultural, racial or religious differences.
- Demonstrate understanding of Human Resource and Financial Management policies and procedures.
- Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records.
- Implement plan of action in emergency situations according to protocols and guidelines
- Conduct audits and implement quality improvement programme
- Exercise control over discipline grievances and Labour Relation issue according to the laid down
- Assist in preparation of ICRM and OHSC to maintain status and compliance
- Ensure data collection, verification and submission according to Data management policies and guidelines.

Enquiries should be directed to Mrs NI Mpantsha @ 039 833 9001-8



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

JOB TITLE	:	Professional Nurse (General with midwifery)
CENTRE	:	St Apollinaris Hospital (SOKHELA CLINIC)
REFERENCE NUMBER	:	SAP 04/2024
TOTAL NUMBER OF POSTS	:	01
SALARY	:	Grade 1: R293 670.00 – R337 860.00 per annum Grade 2: R358 626.00 - R409 275.00 per annum Grade 3: R431 265.00 – R543 969.00 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.
- Proof of Current registration with SANC as General Nurse, Midwifery (2024)

EXPERIENCE

- GRADE 1: No experience required.
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KEY PERFORMANCE AREA

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- Ensure data collection, verification and submission according to Data management policies and guidelines.

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