TO: HEADS OF ALL DEPARTMENTS

VACANCIES IN ST CHADS COMMUNITY HEALTH CENTRE

CIRCULAR MINUTE: CHC 05/2020

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
   - Application for Employment Form (Z83), which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za
   - Certified copy of Identity Document.
   - Updated Curriculum Vitae with full record of service.
   - Certified Copies of educational qualifications.
   - Copies of copies or copies.

2. The Reference Number must be indicated in the column provided on the Z83, e.g. STC 07/2020.

NB: Certified copies should not be older than three months.

Failure to comply with the above instructions will disqualify applicants.

3. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience).

4. Please note that applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful.

5. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution.

6. Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA).

7. Please note that no S&T will be considered for payment to candidates who are invited for interviews.

8. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Persons with disabilities are encouraged to apply

CEO: St Chads CHC
Dr S.E. Mnguni

Date: 03 July 2020

GROWING KWAZULU-NATAL TOGETHER
POST: Professional Nurse-Speciality (ADM) Grade 1 & 2
NUMBER OF POSTS: 01
CENTRE: St Chads CHC
REFERENCE: STC 09/2020
SALARY:
- Gr 1-R383 226.00 per annum
- Gr 2-R471 333.00 per annum
OTHER BENEFITS:
- 13th Cheque
- Housing allowance (employee must meet prescribed conditions)
- Medical Aid (optional)
- 8% Rural Allowance

MINIMUM REQUIREMENTS
- Senior certificate/Grade 12 or equivalent qualification
- Diploma/Degree in General Nursing plus Midwifery
- One(1) year Post basic qualification in Advanced Midwifery and Neonatal Nursing Science
- Current SANC receipt for 2020
- Registration with SANC as the General Nurse
- Certificate of service endorsed by Human Resource Department

EXPERIENCE: GRADE 1:
- A minimum of 4 years appropriate/recogizable experience in nursing after registration as a Professional Nurse.
- At least one year Post Basic Nursing qualification in Advanced Midwifery and Neonatal Nursing Science.
- Current SANC receipt for 2020

EXPERIENCE: GRADE 2:
- A minimum of 14 years appropriate/recogizable experience in nursing after registration as a Professional Nurse with SANC in General nursing.
- At least 10 years must be appropriate/recogizable experience after obtaining the one year Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science.
- Current SANC receipt for 2020

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED
- Knowledge of nursing care processes and procedures, and other legal framework.
- Good verbal and written communication and report writing skills
- Decision making and problem solving skills
- Conflict management and negotiation skills

KEY PERFORMANCE AREAS
- Execute duties and functions with proficiency within prescripts and applicable
legislation.

- Provision of quality patient care through setting of standards, policies and procedures.
- To provide nursing care that leads to improved service delivery by upholding Batho Pele principles and Patients Rights.
- Maintain clinical competency by ensuring that scientific principles of nursing are implemented.
- Ensure and advocate for the provision and supervision of patients needs.
- Improve perinatal mortality and morbidity through implementation of priority programmes e.g. EMTCT, CARMMA, MBFI, ESMOE, BANC.
- Provide and manage all resources within the unit, cost effectively and ensure optimum service delivery.
- Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvements programmes.
- Provide quality nursing care for patients with obstetric emergencies.
- Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Control and Prevention and control standards, Occupational Health and Safety Act and prevention of medico/legal risks.
- Create and maintain complete and accurate patient records and registers.
- Ensure the provision of accurate statistical information for data management.
- Assist in the implementation of National Core Standards and Ideal Clinic Realization.
- Provide adequate health education, awareness and be involved in campaigns.
- Promote women's and child health.
- Advocate for the Nursing Profession by promoting Nursing ethics and professionalism.

**HOURS OF DUTY**

40 hours per week
Shift work (day and night duty)
Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

**ENQUIRIES:** Ms C.I. Ndlovu
**Telephone:** 036 6379600

**APPLICATION SHOULD BE FORWARDED TO**

ST CHADS CHC OR
Private Bag x 9950
LADYSMITH
3370

HAND DELIVERED TO

ST CHADS CHC
CORNER HELPMEKAAR AND EZAKHENI MAIN ROAD
EZAKHENI
3381

**ATTENTION:** HUMAN RESOURCE MANAGER

**CLOSING DATE:** 29 JULY 2020

GROWING KWAZULU-NATAL TOGETHER
<table>
<thead>
<tr>
<th>Post Title</th>
<th>Date Vacated</th>
<th>Post Level</th>
<th>Total Salary Package (including all allowances for OSD and non-SMS posts)</th>
<th>Number of Posts Within The Same Unit (2020/2021)</th>
<th>Supervisor of Post To Be Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Nurse (Speciality) Gr1 AnteNatal Labour</td>
<td>2020/03/01</td>
<td>9</td>
<td>R 383 226.00</td>
<td>Filled 2 Vacant 2 are reporting directly to This post to be Filled 8 0</td>
<td>Operational Manager (PHC) Filled</td>
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<thead>
<tr>
<th>2019/2020</th>
<th>2020/2021</th>
<th>2020/2021</th>
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<tbody>
<tr>
<td>As at 2020/03/31</td>
<td>Total Annual Allocation</td>
<td>Paid To Date</td>
</tr>
<tr>
<td>All Salary Costs (Employee + Employer)</td>
<td>R 39 503 000.00</td>
<td>R 3 175 609.00</td>
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<tr>
<td>Committed Overtime</td>
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<td>Normal Overtime</td>
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<td>Uniform Allowance</td>
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<td>Rural Allowance</td>
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<td>Night Duty Allowance</td>
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<td>Danger Allowance</td>
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<tr>
<td>Other Remuneration Related</td>
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<tr>
<td>Annual Cost of Living Adjustments (@ 7.3%, if not already included in salaries)</td>
<td>38 107 320</td>
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<tr>
<td>Pay Progression (@ 1.5% if not already included in salaries)</td>
<td>3 175 610</td>
<td></td>
</tr>
<tr>
<td>TOTAL Compensation of Employees</td>
<td>R0.00</td>
<td>R39 503 000.00</td>
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<tr>
<td>Total Available COE Budget</td>
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Signature of CEO: ___________________________ Date: 18/03/2020
Comments

District Director:

Date: 14/05/2020

RATIFICATION BY HEAD OF CLUSTER:

REQUEST APPROVED / NOT APPROVED

COMMENTS:

Subject to availability of funds

Cluster Head (DDG / CD):

Date: 26/5/2020