



VACANCIES IN THE DEPARTMENT OF HEALTH

VACANCY CIRCULAR THH01/2024

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

DIRECTIONS TO CANDIDATES:-

1. The following documents must be submitted:-

- (a) Application for Employment Form, the most recent (Z.83 form), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za. Failure to do so will result in disqualification.
- (b) The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided.
- (c) Applicants for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed CV only
- (d) Copies of certified qualifications and other relevant documents will be requested for submission from short-listed candidates only, which may be submitted to HR on or before the day of interview failure to do so will result in disqualification.

2. The Reference Number must be indicated in the column provided on the form Z.83.

3. Persons with disabilities should feel free to apply for the post.

- NB:**
- (a) Failure to comply with the above instructions will disqualify the applicants.
 - (b) **The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**

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

5. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum that of the advertised post are free to apply.

6. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the applicant not being considered.

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department.)

NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending the interview.

CLOSING DATE: 26 JANUARY 2024

MR NR HADEBE
CHIEF EXECUTIVE OFFICER

ADVERTISEMENT OF POST

POST	:	Professional Nurse General with Psychiatry Qualification Grade 1 x 3
REFERENCE	:	THH01/2024
INSTITUTION	:	TOWNHILL HOSPITAL
SALARY	:	R293 670.00 PER ANNUM
OTHER BENEFITS	:	13 TH Cheque; Medical Aid (optional); Housing allowance (Employee must meet prescribed Requirements)

MINIMUM REQUIREMENTS FOR THE POST

- Registration with the SANC as a General and Psychiatric Nurse
- Grade 12 or equivalent qualification
- Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Qualification in Psychiatric Nursing (R880) for those who hold a Bridging to PN Qualification (R683).
- Where applicable completion of community service.
- Annual Practising Licence for 2024.

RECOMMENDATIONS

- Computer Literacy

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED:

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as:
- Nursing Act, Health Act, Occupational Health and Safety Act,
- Patient Rights Charter, Batho-pele principles, Public Service Regulations, Labour Relations Act,
- Disciplinary Code and Procedure,
- Grievance Procedure, etc.
- Good Communication skills
- Report writing skills Facilitation skills
- Co-ordination skills
- Liaison skills
- Networking skills
- Problem solving skills
- Information Management
- Knowledge Management
- Planning & Organising

KEY PERFORMANCE AREAS:

- Provision of optimal, holistic nursing care with set standards and within a professional/legal framework

- Conduct psychiatric risk assessments as indicated
- Screen health problems and diseases in accordance with prescribed norms and standards.
- Create and maintain accurate and comprehensive nursing records for all MHCUs
- Direct, supervise and evaluate health promotion and illness prevention initiatives.
- Support health and safety initiatives in the department.
- Utilise human, material and physical resources efficiently and effectively
- Participation in training and research.
- Provision of Support to Nursing Services
- Implement the patient safety incident reporting procedure in the unit
- Implement the IOD procedure in the unit
- Maintain professional growth/ethical standards and self-development
- Protect and advocate rights of patients regarding health care
- Effective complaints management

ENQUIRIES: Ms. TM Dlamini: 033 – 341 5521
NURSING MANAGER

Applications to be forwarded to:

**The Chief Executive Officer
Townhill Hospital
PO Box 400
PIETERMARITZBURG
3200**

Attention: Mr S. Mgwaba (HUMAN RESOURCE MANAGER)

POST	:	Professional Nurse Specialty (Psychiatry) Grade 1 x3
REFERENCE	:	THH02/2024
INSTITUTION	:	TOWNHILL HOSPITAL
SALARY	:	R431 265.00 PER ANNUM
OTHER BENEFITS	:	13 TH Cheque; Medical Aid (optional); Housing allowance (Employee must meet prescribed Requirements)

MINIMUM REQUIREMENTS FOR THE POST

- Grade 12 or equivalent qualification
- Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Qualification in Psychiatric Nursing (R880) for those who hold a Bridging to PN Qualification (R683).
- A post-basic qualification in the specialty (General/Child Psychiatric Nursing)
- A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing
- Current registration with the South African Nursing Council (SANC) as a Professional Nurse.
- Annual Practising Licence for 2024.

RECOMMENDATIONS

- Computer Literacy
- Valid Driver's licence

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as:
- Nursing Act, Health Act, Occupational Health and Safety Act,
- Patient Rights Charter, Batho-pele principles, Public Service Regulations, Labour Relations Act,
- Disciplinary Code and Procedure,
- Grievance Procedure, etc
- Good communication skills
- Report writing skills
- Facilitation skills
- Coordination skills
- Problem solving skills
- Planning and organizing skills
- Ability to function as part of a team
- Decision making skills
- Computer skills

KEY PERFORMANCE AREAS

- Provision of optimal, holistic nursing care with set standards and within a professional/legal framework
- Screening of all new clients using SDQ(Strength and Difficulties questionnaire .
- Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment and rehabilitation of patients.
- Conduct risk assessments on all admissions and on an ongoing basis.
- Conduct psychosocial rehabilitation assessment on the first week of MHCU admission using Child And adolescent Unit or Adult Psychiatric specific tool, and present findings to MDT.
- Analyse PSR tool assessment findings, identify MHCU needs, and implement interventions.
- Conduct discharge support follow up for in patients every 3 months, 6 months, 1 year and give feedback to MDT.
- Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment and rehabilitation of patients.
- Collaborate with member of the multi-disciplinary health team and assist in decision-making pertaining to health care delivery.
- Direct, supervise and evaluate health promotion and illness prevention initiatives.
- Direct, supervise the implementation of the specialized nursing programme.
- Train / Mentor subordinates on behaviour modification, parenting skills program and handling challenging behaviours for MHCUs.
- Support health and safety initiatives in the ward.
- Ensure continuity of care by providing a comprehensive handover to the nursing team.
- Utilise human, material and physical resources efficiently and effectively:-
- Participation in training and research
- Participate in centralised training
- Review and build on existing speciality programmes.
- Support the journal club initiatives in the unit.
- Contribute to the education and professional development of Professional Nurse General, Enrolled Nurses, Nursing Assistant and students.
- Participate in and promote research activities
- Provision of Support to Nursing Services
- Implement the patient safety incident reporting procedure in the unit
- Implement the IOD procedure in the unit
- Maintain professional growth/ethical standards and self-development:
- Protect and advocate rights of patients regarding health care
- Effective complaints management

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