



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Top Road, Pietermaritzburg, 3200
Private Bag X400, Pietermaritzburg, 3200

(033) 341 5542 Fax: (033) 345 5720 Email: Sibusiso.mgwaba@kznhealth.gov.za
www.kznhealth.gov.za

HUMAN RESOURCES MANAGEMENT

VACANCIES IN THE DEPARTMENT OF HEALTH

VACANCY CIRCULAR THH02/2024

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: 02 FEBRUARY 2024

ORIGINAL SIGNED BY CEO

MR NR HADEBE
CHIEF EXECUTIVE OFFICER

ADVERTISEMENT OF POST

POST	:	Assistant Manager Nursing (Speciality)
REFERENCE	:	THH03/2024
INSTITUTION	:	Townhill Hospital
NO OF POSTS	:	01
SALARY NOTCH	:	R 683 838
OTHER BENEFITS	:	13TH Cheque; Medical Aid (optional); Housing allowance(Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS FOR THE POST

- Highest educational qualification (Matric/ Grade 12) or equivalent
- Degree /Diploma in General and Psychiatric Nursing
- Diploma in Advance Psychiatric Nursing
- A minimum of ten (10) years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC in General nursing
- At least six (6) years of the period referred to above must be appropriate /recognizable experience after obtaining one (1) year post basic qualification in advanced Psychiatric nursing
- A minimum of three (3) years of the period referred to above must be appropriate Operational level /recognizable experience at Supervisory level
- Proof of current registration with SANC
- Certificate of service is also required obtainable from your Human Resource Office

RECOMMENDATION

- Valid driver's license
- Computer literacy

EMPLOYMENT EQUITY TARGET

- **The Employment Equity Target for this post is an African Male or African Female or White Male.**

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES

- Knowledge of nursing prescripts, policies, procedures and protocols.
- Knowledge and experience of the public service policies service, acts and regulations.
- Sound management, negotiation, interpersonal relations and disciplinary procedures and basic financial management skills.
- Good verbal and written communication ,problem solving and project management skills
- Ability to function well within the team
- Basic computer literacy to enhance service delivery
- Appropriate understanding of nursing scope and practice and nursing standards
- Ability to apply PHC approach in the work environment
- Co-ordinate Outreach programmes and liaise with District Mental Health Programme Manager.

KEY PERFORMANCE AREAS

- Provide guidance and leadership towards the realization of the Institutional strategic and operational goals
- Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal frame work
- Co-ordinate and facilitate the development of quality for all nursing categories within area of supervision
- Ensure the implementation of National, Provisional and District Quality Improvement initiatives at Hospital level
- Participate in formulation of policies procedures and implementation thereof
- Assist in achievement of National Core Standards and Six Priority areas within the Hospital
- Control provision of Nursing Care in the area of supervision through allocation and supervision of Human and Financial Resources
- Monitor and ensure that all nurses are licensed to practice
- Ensure implementation of procedures that maintain effective infection control and Occupational and Safety measures in accordance with Occupational and Safety legislation
- Carry out regular review and explore opportunities for professional development and ensure training and development of the nursing staff with the zone /area
- Deal with grievance and labour relation issues in terms of laid down policies, procedure i.e. manage workplace discipline
- Monitor the implementation of the employee's performance and development systems, and deal with identified developmental needs
- Ensure security and MHCU's property.
- The employee will be required to work both day / night duties.

Enquiries for the post must be directed to:

**Ms. TM Dlamini
Nursing Manager
Tel: 033 341 5521**

ALL APPLICATIONS SHOULD BE FORWARDED TO:

**The Human Resource Department
Townhill Hospital
Private Bag x 400
Pietermaritzburg
3200
(Attention to: Mr. E.S. Mgwaba)**

Or Hand delivered to:

**Town hill Hospital
30 Hyslop road
Pietermaritzburg
3200
Attention to : Mr E.S. Mgwaba**

CLOSING DATE: 02/02/2024