



UNTUNJAMBILI HOSPITAL BAG X 216 KRANSKOP 3268

PHYSICAL ADDRESS KRANSKOP MAIN ROAD

Tel: 033-444 1707 Fax: 033 -444 1170 E-mail: Phumelele.Zungu@kznhealth.gov.za

TO: ALL HEADS OF INSTITUTIONS AND DEPARTMENTS

The content of this circular minutes must be brought to the attention of all eligible personnel and employees in your establishment immediately. Institutions 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

1. The following documents must be submitted:
 - Application for employment Z83 which is obtainable at any Government Department or from website [www: kznhealth.gov.za](http://www.kznhealth.gov.za). Z83 should be completed in fully and signed.
 - Applications need not be send certified copies of highest educational qualifications, ID Document and Driver's license, only shortlisted candidates will be required to submit certified copies.
 - Curriculum Vitae.
 - Certification of all documents must not be older than six months.

2. The reference number of the post must be indicated in the column provided in the Z83 e.g. **UNTU 31/2023**

NB: Failure to comply with the above instructions will disqualify applicants.

3. This department is an equal opportunity affirmative employer whose aim is to promote representative in all occupational categories in the Department. **People with disabilities are encouraged to apply.**
4. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks:
 - Security Clearance
 - Citizenship
 - Qualifications, CIPC checks and
 - Previous employment experience
5. Please note that due to the large number of applications received, applications will not be acknowledge. However should you not receive any response after four weeks from the closing date of this advert, consider your application as being unsuccessful.
6. Please note that due to financial constraints, NO S & T payments will be considered to candidates that are invited for the interview.

7. You are advised to hand deliver or courier your applications.

8. You are advised not to e-mail applications.

Original copy available on request
Signed by CEO

CHIEF EXECUTIVE OFFICER

DATE

MRS C.N. NDADANE

VACANCY

POST : OPERATIONAL MANAGER GENERAL-STREAM (NIGHT-DUTY)
NO. OF POSTS : 02
INSTITUTION : UNTUNJAMBILI HOSPITAL
COMPONENT : NURSING
REFERENCE NO. : UNTU 36/2023
SALARY NOTCH : R 497 193.00 --- R 559 686.00 PER ANNUM

OTHER BENEFITS : 13TH CHEQUE, MEDICAL AID (OPTIONAL) 8% RURAL ALLOWANCE
HOUSING ALLOWANCE: EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS.

REQUIREMENTS

- Senior Certificate/Grade 12,
- Degree/ Diploma in general nursing and Midwifery.
- Current registration with **SANC. (2023 RECEIPT)**.
- At least minimum of 7 years appropriate/recognizable experience as a Professional Nurse after registration.
Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted.

• **KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES**

- Leadership, Management, planning, policies and procedures governing health care service delivery especially the forensic unit. Knowledge of code of conduct,
- Labour Relations and related policies.
- Knowledge of nursing care processes and procedure.
- Knowledge of nursing statutes and relevant legal framework.
- Knowledge of Human Resource Policies.
- Operational Management co-ordination networking liaison skills.
- Good communication, interpersonal relations, problem solving and conflict management skills.
- Planning management skills. Planning and organising report writing skills.
- People management and financial management skills.

• **DUTIES**

- Ensure adequate **COVERAGE AND SUPERVISION** of staff in all units to allow provision of adequate patient care in an efficient and effective manner.
- Facilitate and strengthen implementation of health service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving services excellence.
- Promote implementation of Batho Pele principles, patient's rights charter and acceptance professional/clinical-ethical standards within the applicable legal framework.
- Participate and implementation of norms and standards, National Health Priorities and quality improvement initiatives including national priority program Plans.
- Ensure a safe environment for both patients and staff at night. Identify staff and students training needs, ensure that effective development takes place and monitor performance thereof.
- Demonstrate effective communication with staff, patients Colleagues, clinicians and other stakeholders including report writing and presentation.
- Ensure effective and efficient management and utilization of resources including staff, material, financial etc
- Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures.
- Ensure all night Services are coordinated.

CLOSING DATE: 26 JANUARY 2024
ENQUIRIES: MS. I.M.F. BUTHELEZI
Telephone: 033-444 1707

POST : CLINICAL PROGRAMME COORDINATOR (IPC) (GRADE 1)
NO OF POST : 01
INSTITUTION : UNTUNJAMBILI HOSPITAL
COMPONENT : MONITORING & EVALUATION
REFERENCE NO : UNTU 37/2023
SALARY NOTCH : **R497 193.00-R559 686.00 per annum**

OTHER BENEFITS : 13TH CHEQUE, MEDICAL AID (OPTIONAL) 8% RURAL ALLOWANCE
HOUSING ALLOWANCE: EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS

REQUIREMENTS

- Senior Certificate/Grade 12. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife.
- A minimum of 7 years appropriate/ recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing.
- Current Registration with SANC as Professional Nurse and Midwife. **Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted.**

RECOMMENDATIONS

- A valid Driver's License. Computer Literacy.

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES

- Knowledge on applicable legislation such as Health Act, Nursing Act, Occupational Health and Safety Act and Waste Management Act. High level of verbal and written communication skills.
- Must have good interpersonal relations.
- Computer literacy in word processing and spreadsheet packages.
- Present Skills-assertive and diplomacy. High level of innovation and initiative.

DUTIES

- Facilitate and oversee the development of an IPC operational plan to give strategic direction.
- Develop, implement, monitor and evaluate the Operational Plan and also provide feedback to Management.
- Ensure a functional infection prevention and control programme in the facility.
- Conduct IPC audits and monthly committee meeting and ensure a functional IPC committee.
- Develop a quality improvement plan, compile statistics and reports.
- Facilitate IPC surveillance of health care associated infections. Conduct active and passive surveillance. Investigate potential outbreaks and report on health care associated infections.
- Ensure that staff development and training takes place.
- Develop an IPC orientation and induction plan. Compile training schedules.
- Observe disease outbreaks and conduct the necessary training. Analyse provincial imperatives with a view to develop and maintain institutional protocols and standards.
- Ensure that provincial guidelines are followed.
- Develop institutional Protocols.
- Ensure dissemination and adhere to institutional IPC protocols.

CLOSING DATE: 26 JANUARY 2024

ENQUIRIES: Mrs. NC LUSHABA

Telephone: 033-444 1707

RE-ADVERTISED

POST : CLINICAL NURSE PRACTITIONER (HAST)
CENTRE : UNTUNJAMBILI HOSPITAL
REFERENCE NO : UNTU 34/2023
OTHER BENEFITS : 13th CHEQUE HEQUE, HOME OWNER'S ALLOWANCE (EMPLOYEE MUST MEET
PRESCRIBED) REQUIREMENTS), MEDICAL AID (OPTIONAL) AND 8% RURAL ALLOWANCE
SALARY NOTCH : GRADE 1 **R431 265.00 PER ANNUM**
: GRADE 2 **R528 696.00 PER ANNUM**

REQUIREMENTS:

- Senior Certificate.
- Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care.
- Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Computer Literacy: MS Software.
- A Valid Driver's License code 08 or code 10.
- **GRADE 1.** Grade 12 or Senior Certificate.
- A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing.
- One year Post Basic Qualification in Primary Health Care.
- **GRADE 2** A Minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 10 years must be appropriate/ Recognizable experience after obtaining the one year post basic qualification in primary Health Care.
- One Year Post Basic Qualification in Primary Health Care.
- **_Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted.**

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES

- Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing Principles.
- Good interpersonal relationship skills and good listening skills Good communication and problem solving skills .Co-ordination and planning skills.
- Ability to relieve in the service areas.
- Team building and supervisory skills.
- Ability to formulate patient care related policies.

DUTIES:

- Coordinating, overseeing and managing delivery of comprehensive PHC services in High Transmission Area sites focusing mainly on prevention, case finding, linkage and retention of Key Populations, to HIV, SIT'S and TB health services and thus assist with the acceleration of activities in order achieve 95 95 95 HAST goals.
- Conducting community dialogues and awareness campaigns.
- Participate in Operation Sukuma Sakhe initiatives.
- Ensure safe keeping and proper utilization medical equipment and pharmaceutical and surgical stock.
- Participate in induction, training and monitoring of all support and nursing staff.
- Provide direct and indirect supervision and guidance to all support and nursing staff.
- Identification of high transmission areas for HIV, TB, STI's and other communicable diseases (TVET colleges, Truck stops, correctional services establishments, taverns, brothels, factories, farms and other areas with marginalized and vulnerable populations).
- Work with other governmental departments, civil society and other non-governmental organizations to address social determinants of health.
- Collaborate with other outreach teams.
- Assist with implementation of differentiated models of care.
- Participate in new Operation Phuthuma approach nerve Centre meetings.
- Be willing to work flexi-hours and shifts in order to increase access of health services to key populations.

ENQUIRIES: MR BL HLONGWANE

TELEPHONE: 033-444 1707

CLOSING DATE: 26 JANUARY 2024

VACANCY

POST : CLINICAL NURSE PRACTITIONER
CENTRE : UNTUNJAMBILI HOSPITAL (AMANDLALATHI CLINIC) (WBOT)
REFERENCE NO : UNTU 35/2023
OTHER BENEFITS : 13th CHEQUE HEQUE, HOME OWNER'S ALLOWANCE (EMPLOYEE MUST MEET
PRESCRIBED) REQUIREMENTS), MEDICAL AID (OPTIONAL) AND 8% RURAL ALLOWANCE
SALARY NOTCH : GRADE 1 R431 265.00 PER ANNUM
: GRADE 2 R528 696.00 PER ANNUM

REQUIREMENTS:

- Senior Certificate. Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care.
- Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Computer Literacy: MS Software.
- Valid Driver's License code 08 or 10.
- **GRADE 1.** Grade 12 or Senior Certificate.
- A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing.
- One year Post Basic Qualification in Primary Health Care.
- **GRADE 2** A Minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 10 years must be appropriate/ Recognizable experience after obtaining the one year post basic qualification in primary Health Care.
- One Year Post Basic Qualification in Primary Health Care.
- **Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted.**

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES

- Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing Principles.
- Good interpersonal relationship skills and good listening skills Good communication and problem solving skills .Co-ordination and planning skills.
- Ability to relieve in the service areas.
- Team building and supervisory skills.
- Ability to formulate patient care related policies.

DUTIES:

- Conduct clinical training for staff member to rectify deviation from minimum standards as well as introducing the latest developments in health care service delivery.
- Conduct training of Home Based Care: DOTS and other community representatives and volunteers with the district.
- Develop & ensure implementation of nursing care plans.
- Assist Operational Managers to train community members at outreach rallies to further the health practices to the community at large.
- Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy the audience.
- Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices.
- Participate in clinical records audits.
- Utilize human, material and pharmaceutical resources effectively & efficiently.
- Monitor client satisfaction by communicating with patients and relatives.
- Assist with the overall management & necessary support for the effective function of the unit.
- Provide safe & therapeutic environment as laid down by the Nursing Act, Occupational Health & Safety Act & all other applicable prescripts Motivating staff regarding development in order to increase level of expertise and assist patients & families to develop a sense of self care.

- Provide administrative services such as providing accurate statistics for evaluation & future planning, identifying needs for financial planning & direct control of expenditure as an integral part of planning & organization.
- Demonstrate effective communication with patients, supervisors & other clinicians. Display a concern for patients, need & expectations according to Batho Pele Principles. Deputize the Operational Manager.

ENQUIRIES: MRS NP NGUBANE

Telephone: 033-444 1707

CLOSING DATE: 26 JANUARY 2024

