VACANCY IN THE DEPARTMENT OF HEALTH: UNTUNJAMBILI HOSPITAL: ILEMBE DISTRICT

CIRCULAR MINUTE NO: UNTU/VAC/2019

The contents of this Circular Minutes must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in district offices. Institution must notify all candidates who is qualify for the post 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 form (Z83) which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za)
   - Certified copies of Highest Educational Qualification and Professional Registration certificates-not copies of certified copies.
   - Updated Curriculum Vitae with certificates of service.
   - Certified copy of Identity Document.
   - Current paid up receipt with the registration body.
   - Certificate (s) of Service from Previous & Current Employers stamped by Human Resource.

2. The reference number must be indicated in the column provided on the form Z83 e.g. UNTU 11/2019.

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

3. The appointments are subject to a positive outcome obtained from the state Security Agency (SSA) to the following checks (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 in possession of a foreign qualification must attach an evaluation certificate from the South African qualifications Authority (SAQA) to their applications. On –RSA/permanent Residents/Work permit holders must submit documentary proof together with their applications.

5. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course.

(This Hospital is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the institution)

6. If you have not heard from us within two months from the closing date, please accept that your application has been unsuccessful.

Original signed by ___________________________                     ___________________
CHIEF EXECUTIVE OFFICER                                            DATE
MRS C.N. NDADANE
VACANCY

Post: Clinical Nurse Practitioner
Centre institution: Untunjambili Hospital (Umphise Clinic)
Reference No: Untu 11/2019
Other Benefits: 13th Cheque, Home Owner’s Allowance (Employee must meet prescribed) requirements, Medical Aid (Optional) and 8% Rural Allowance
Salary Notch: Grade 1 R383 226.00 PER ANNUM
: Grade 2 R471 333.00 PER ANNUM

MINIMUM 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.
- Previous & Current work experience/Certificate of Service endorsed by your Human Resource Department (To be attached to application)
- Proof of Current Registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt 2019).
- Certificate(s) of Service from Previous & Current Employers stamped by Human Resource.

RECOMMENDATIONS
- Computer Literacy: MS Software

CLINICAL NURSE PRACTITIONER 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.
- Proof of Current Registration (2019) with SANC.

CLINICAL NURSE PRACTITIONER GRADE 2
- Grade 12 or Senior Certificate
- 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.
- Proof of Current Registration (2019) with SANC.

KNOWLEDGE, SKILLS AND COMPETENCIES
- 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

KEY RESPONSIBILITIES
- 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.

CLOSING DATE: 08 November 2019
ENQUIRIES: MS. N.P Ngubane
Telephone: 033-444 1707

Applications should be forwarded to:
Human resource Manager
Private Bag x 216
Kranskop
3268

NB: PLEASE NOTE THAT DUE TO FINANCIAL CONTRAINTS, THERE WILL BE NO PAYMENT OF S & T CLAIMS
RE-ADVERTISED POST

Post                               : Medical Officer Grade 1, 2, & 3 (1Post)
Institution                     : Untunjambili Hospital
Reference                     : UNTU 08/2019
Remuneration              : Grade 1: R821 205.00 – R884 670.00 p.a.
                      : Grade 2: R938 964.00 – R1 026 693 .00 p.a.
                      : Grade 3: R1 089 963.00 – R1 362 366.00p.a.
                      (Consist of 70% basic salary and 30% flexible portion that may be structured in terms of
                      the applicable rules)
Other Benefits               : 18% In-Hospital Allowance of basic salary & Commuted Overtime (as per
                      departmental needs)

Requirements:

Grade 1
- An appropriate qualification that allow registration with HPCSA as a Medical Practitioner
- Registration certificate with HPCSA as a Medical Practitioner
- Proof of current registration (2019 - annual registration card)
- No experience required for Grade 1.
- Certificate of service from previous/current employers, signed and stamped by HR.
- Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications.

Grade 2
- An appropriate qualification that allow registration with HPCSA as a Medical Practitioner
- Registration certificate with HPCSA as a Medical Practitioner.
- Proof of current registration (2019 - annual registration card)
- Minimum of 5 years relevant experience after registration with HPCSA as a Medical Officer
- Proof of experience should be attached to the application. (Certificates of service or official
- Certificate of service from previous/current employers, signed and stamped by HR.
- Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications.

Grade 3
- An appropriate qualification that allow registration with HPCSA as a Medical Practitioner
- Registration certificate with HPCSA as a Medical Practitioner
- Minimum of 10 years relevant experience after registration with HPCSA as a Medical Officer
- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
- Proof of current registration (2019 - annual registration card)
- Proof of experience should be attached to the application. (Certificates of service or official.
- Certificate of service from previous/current employers, signed and stamped by HR
- Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:
- Sound knowledge and clinical and surgical skills associated with practice of District Level Hospital i.e. caesarean sections and spinal anaesthetic, ectopic pregnancies, circumcisions.
- Must be able to perform a caesarean section
- Knowledge of ethical medicine including HIV and TB, Paediatrics, Surgery, Obstetrics and Gynaecology, Orthopaedics, Psychiatry, Emergency medicine and Anaesthetics.
- Good interpersonal and communication skills.
- Ability to work under pressure
- Assessment, analysis and Management skills
- Teaching and supervision of junior doctors students
- Knowledge of all applicable legislation.
KEY PERFORMANCE AREAS:

- Clinical and administrative duties/ responsibilities for the respective wards.
- Implement quality standards and practises and treatment protocols as to ensure correct and effective management of patients.
- Examination, diagnosis and treatment of patients in OPD, Casualty, Wards and Clinics
- Diagnosing and facilitating referrals to high level of care
- After hours participation in call rosters.
- Perform emergence procedures and administer anaesthesia.
- Facilitation of staff training and on-going medical education.

NB: PLEASE NOTE THAT DUE TO FINANCIAL CONTRAINTS, THERE WILL BE NO PAYMENT OF S & T CLAIMS

Enquiries can be directed to: Dr A. Subrati Tel 033 444 1707
Closing Date: 2019/11/08

Application should be forwarded to:
Human Resource Manager
Untunambili Hospital
Private Bag X216
Kranskop
3268
RE-ADVERTISED POST

Post : Clinical Nurse Practitioner
Institution : Untunjambili Hospital (Gateway)
Reference No : Untu 03/2019
Other Benefits : 13th Cheque, Home Owner’s Allowance (Employee must meet prescribed requirement), Medical Aid (Optional) and 8% Rural Allowance
Salary Notch : Grade 1 R362 559.00 per Annum
 : Grade 2 R445 917.00 per Annum

MINIMUM REQUIREMENT

- Senior Certificate
- Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care.
- Registration with SANC as General Nurse, Midwifery and Primary Health Care Nurse.
- Previous work experience/Certificate of Service endorsed by your Human Resource Department (To be attached to application)
- Proof of Current Registration with South African Nursing Council as a General Nurse, Midwife and Primary Health care Nurse (SANC Receipt 2019).
- Computer Literacy (MS Software applications)

RECOMMENDATIONS

- A valid driver’s license code10 (C1)

CLINICAL NURSE PRACTITIONER 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 Post Basic Qualification in Primary Health Care.
- Proof of Current Registration (2019 with SANC

KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of all applicable legislation and guidelines, including scientific 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

KEY RESPONSIBILITIES

- Conduct clinical training for staff member to rectify deviation from minimum standards as well as the latest developments in health care service delivery.
- Conduct training of Home Based Care: DOTS and other community representatives and volunteers are 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 specialist 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 overall management & necessary support for the effective function of the unit.
• Provide a 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.

NB: PLEASE NOTE THAT DUE TO FINANCIAL CONTRAINTS, THERE WILL BE NO PAYMENT OF S & T CLAIMS

CLOSING DATE: 08 November 2019
ENQUIRIES: Ms. N.P Ngubane
Telephone: 033 - 444 1707

Applications should be forwarded to:
Human Resource Manager
Private Bag x 216
Kranskop
3268
POST: PROFESSIONAL NURSE: SPECIALITY-PAEDIATRICS

NUMBER OF POST: 01

CENTRE: UNTUNJAMBILI HOSPITAL

SALARY NOTCH:
- GRADE 1: R383 226.00 – R444 276.00 per annum
- GRADE 2: R471 333.00 – R579 696.00 per annum

REFERENCE NO: UNTU 12/2019

OTHER BENEFITS:
- 13TH CHEQUE, HOME OWNER’S ALLOWANCE, MEDICAL AID
- OPTIONAL (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)

MINIMUM REQUIREMENTS FOR THE POST

- Grade 12
- Diploma / Degree in General Nursing with Midwifery
- Proof of current registration with SANC.
- 1 year post basic qualification in child Nursing Science.

NB: CERTIFICATES OF SERVICE ENDORES BY HR DEPARTMENT MUST BE ATTACHED.

- **GRADE 1:** Minimum of 4 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing.
- **GRADE 2:** Minimum of 4 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the one year post basic qualification in pediatrics.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as:
- Good communication skills, Report writing skills, Facilitation skills, Coordination skills, Planning and organizing skills, Ability to function as part of a team. Decision making skills, Computer.

KEY PERFORMANCE AREAS

- Provide and manage all resources within the unit cost effectively and ensure optimal service delivery.
- Participate in the analysis, formulation and monitoring of objective policies and procedures including quality improvement programs.
- Participate in staff development using EPMDS system and other related programs and training.
- Maintain professional growth, ethical standards through the code of conduct for Public Service and Professional body.
- Provide direct and indirect supervision of all nursing and to give guidance.
- Assist in orientation, induction and monitoring of all nursing staff.
- Demonstrate effective communication within patients, supervisors, multi-disciplinary team and other clinicians, including report writing when required and patient’s records.
- Provide comprehensive holistic specialized quality nursing care to patients ass a member of the multi-disciplinary team according to the identified needs within the professional legal framework.
- Provide support to nursing service by assistant with relief duties of the supervisors acting s junior shift leader on both day and night duty as required.
- Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty.
- Encourage and support child survival programs e.g. IMC, PMTCT, EPI, and KMC.
- Assist Operational Manager by participating in NCS Programs.
CLOSING DATE FOR APPLICATIONS: 08/11/2019
ENQUIRIES : MRS S. PILLAY
TELEPHONE : 033-444 1707

APPLICATIONS SHOULD BE FORWARDED TO:
HUMAN RESOURCE MANAGER
PRIVATE BAG X 216
KRANSKOP
3268