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[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

Enquiries : Mr. ZT Nxumalo  
Date : 19 September 2024

**TO HEADS OF ALL INSTITUTIONS  
VACANT CIRCULAR NO. 01 of 2024**

The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the posts 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 (Z83) which is obtainable at any Government Department OR from the website ([www.kznhealth.gov.za](http://www.kznhealth.gov.za)) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. **Applicant must utilize the most recent Z83 form.** The Z83 must be fully completed in a provided in the form: **Failure to do so will result in disqualification.**
  - b. A detailed Curriculum Vitae (CV) duties performed and day, month and year of the work experience.
2. Please note that it is no longer requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview.
3. It is the responsibility of the applicant to have qualification evaluated by the South African Qualification Authority (SAQA)
4. Applicants applying for more than one (01) post must submit a separate form Z83 as well as documentation mentioned above in respect on the Z83
5. The reference number and the position of the post you applying as stated in the advert must clearly indicated in the column provided on the Z83 form.
6. **Failure to comply with the above instructions will disqualify the applicant. Fax, emails, incomplete and late applications will not be considered/accepted.**
7. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship and previous experience verifications).
8. The successful candidate would be required to sign a performance agreement within (3) months of appointment.
9. Non-South African citizen applicants must have valid work permit and proof must be attached thereof.
10. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful.
11. Persons with disabilities are encouraged to apply for the post.
12. The department reserves the right not to fill the post.

**Failure to comply with the above instructions will disqualify applicants.**

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

**DUE TO FINANCIAL CONSTRAINTS S&T WILL NOT BE PAID TO THOSE WHO ATTEND THE INTERVIEWS**

**CLOSING DATE FOR APPLICATIONS: 18 October 2024**

**ORIGINAL SIGNED BY CEO**

Chief Executive Officer  
Mr. TL Gwele

**POST** : **CLINICAL NURSE PRACTITIONER: PHC (GRADE 1/2)**  
**COMPONENT** : EMTULWA PHC CLINIC  
**EQUITY TARGET** : AFRICAN MALE  
**REFERENCE** : APP/01/2024  
**NO. OF POSTS** : 01

**SALARY SCALES**

Grade 1 : R 451533.00 – R 520560.00 per annum  
Grade 2 : R 553545.00 – R676068.00 per annum

**RURAL ALLOWANCE** : 8%

**OTHER BENEFITS:** Other Benefits: Medical Aid (optional), 13<sup>th</sup> Cheque, Housing Allowance (employees must meet the prescribed requirement)

**MINIMUM REQUIREMENTS**

- **Degree/Diploma** in General Nursing and Midwifery.
- A Post Basic qualification with a duration of at least one year in curative Skills in Primary Health Care Accredited with the SANC
- Current registration with SANC
- SANC Annual practicing certificate (2024 receipt)

**EXPERIENCE**

- **Grade 1:** A minimum of 04 years appropriate/recognisable experience in nursing after registration as professional nurse with SANC in General Nursing.
- **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognisable experience in the PHC after obtaining the 1-year post basic qualification in Primary Health Care.
- **Certificates of service endorsed by HR must be attached as proof of experience.**

**RECOMMENDATION**

- NIMART certificate
- Computer literacy
- Valid driver's license Code B (08)

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED**

- Knowledge SANC rules and regulations
- Knowledge of nursing procedures, relevant acts and policies
- Knowledge of Batho Pele principles and patient's rights charter
- Knowledge of code of conduct and labour relations
- Good communication and interpersonal skills
- Decision making and problem solving skills.
- Basic financial management

## **KEY PERFORMANCES AREAS:**

- Provide preventive and promotive services that address the health needs of school-going children.
- Conduct full examination of learners from head to toe to detect abnormalities.
- Conduct vision and hearing tests and refer if any complications.
- Provide immunization services including HPV campaign.
- Advise the teachers and parents concerning the challenges detected from each child and the management thereof.
- Mobilize resources and conduct capacity building for the implementation of the school health policy.
- Supervise and support team accordingly.
- Provide training where necessary.
- Control the use of vehicles and other Government resources.
- Support, involve and ensure sustainable coordination of the school community and multi sectorial team in creating health promoting schools.
- Identify schools with potential to be accredited as Health Promoting Schools.
- Establish School Health Forums where there are none and revive the existing forums if they are not functioning properly.
- Organize and hold meetings with school governing bodies and school Health Forums.
- Update school principal and teachers about upcoming school health campaigns.
- Facilitate referral to health and other services where required.
- Prompt referral to the next level of care.
- Give full history of child's problem in the referral letter.
- Explain to parents about abnormalities detect and advice continuity of care at home.
- Conduct follow ups where necessary.
- Monitor and evaluate the school health services rendered i.e. collecting and validating school health data and reporting accordingly.
- Make use of data collected with the team.

**ENQUIRIES: Mr. M Zele**

**Tel No. 032 294 8000**

## **APPLICATIONS TO BE FORWARDED TO:**

The Chief Executive Officer  
Appelsbosch Hospital  
Private Bag X 215

**OZWATHINI**

3242

For attention: Human Resource Manager

**Closing date 18 October 2024**

**POST** : **CLINICAL NURSE PRACTITIONER: PHC (GRADE 1/2)**

**COMPONENT** : EFAYE PHC CLINIC

**EQUITY TARGET** : AFRICAN MALE

**REFERENCE** : APP/02/2024

**NO. OF POSTS** : 01

**SALARY SCALES**

Grade 1 : R 451533.00 – R 520560.00 per annum

Grade 2 : R 553545.00 – R676068.00 per annum

**RURAL ALLOWANCE** : 8%

**OTHER BENEFITS:** Other Benefits: Medical Aid (optional), 13<sup>th</sup> Cheque, Housing Allowance (employees must meet the prescribed requirement)

**MINIMUM REQUIREMENTS**

- **Degree/Diploma** in General Nursing and Midwifery.
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- Knowledge of code of conduct and labour relations
- Good communication and interpersonal skills
- Decision making and problem solving skills.
- Basic financial management

## **KEY PERFORMANCES AREAS:**

- Provision of quality comprehensive community health care.
- Provision of primary curative health care.
- Provision of health care services.
- Provision of rehabilitation services.
- Provision of administration services
- Plan and organize clinics.
- Complete statistics.
- Ordering and control of stationery, medical class 11 stock, consumables.
- Ensure safekeeping. Ordering and control of medication as necessary.
- Up to date knowledge of appropriate legislation, regulations and department policies.
- Involvement with community meetings and committees.
- Identify needs of financial planning and direct control of expenditure.
- Act in the absence of the operational manager.
- Involve in quality improvement programs e.g. Ideal clinic, norms and standards, patient experience of care, Patient safety incidents reporting etc.
- Provision of educational services
- Clinical teaching, training and continuous evaluation of students.
- Teaching patients on a one –to one basis.
- Personnel development, i.e. assessing in-service training needs, planning and implementing of training programme.
- Continuous self-study, professional development, ensuring awareness of new professional developments.
- Health education of patients, public and staff.
- Assist patients and families to develop a sense of self-care.
- Provision of clinical services
- Evaluate and follow-up patients during clinic visits.
- Initiate treatment, implement of programmes and evaluation of patient's clinical conditions.
- Promote scientific quality nursing care.
- Administrate and control medication.
- Individual consultation sections.
- Identify community needs.
- Initiate minor ailment needs.
- Initiate community needs.
- Coordinate between hospital and community.
- Maintain professional secrecy and prevent medico-legal risks.
- Attend and participate in doctors' visits.
- Arrange admission and outpatient appointment.
- Function as member of the therapeutic team.
- Continuous evaluation of nursing care and nursing services.
- Assessment of personal service delivery towards patients.
- Effective crisis management in the clinic.
- Usage of equipment and machinery
- Usage of basic medical equipment.
- Safekeeping of equipment.
- Research responsibility
- Assist in regional and departmental project.
- Direct and indirect involvement with medical research.
- Involvement with matching research to the needs of the community.

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