



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Dr Pixley Ka Isaka Seme Memorial Hospital
Private Bag X 11, KwaMashu, 4360
Tel: 031 530 1465
Email: catherine.mhlongo@kznhealth.gov.za
www.kznhealth.gov.za

**Office of the Deputy Director
Recruitment and Selection**

Reference : HRM 7/1/2
Enquiries : Mrs. GC Buthelezi
Telephone : (031) 530 1403

**TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS**

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No. DPKISMH 07/2024

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 (**Form Z.83 New version**), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
 - (b) **Comprehensive CV** (with detailed experience, full details of qualifications and professional registration status, where applicable.)
 - (c) Applicants are not required to submit copies of qualification and other relevant supporting documents. **Only shortlisted** candidates will be required to submit certified copies of all educational qualifications and other relevant supporting documents.
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 applicants. E-mailed applications will *in the Interim be accepted*.
 - (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**

**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. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

(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.)

Please note that due to financial constraints this institution will not reimburse candidates for S & T claims for attending interviews.

CLOSING DATE FOR APPLICATIONS IS 22 NOVEMBER 2024

ORIGINAL SIGNED COPY AVAILABLE ON REQUEST

**CHIEF EXECUTIVE OFFICER
DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL
KWAZULU-NATAL
DATE: 25 October 2024**

DEPARTMENT OF HEALTH: KWAZULU-NATAL

(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.)

NOTE: Applications must be submitted on the **new** prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 form **will not be considered**. All required information on the Z83 form must be provided. **Detailed Curriculum Vitae** must accompany the application from Z83. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. **NB: Failure to comply with the above instructions will disqualify applicants.** Persons with disabilities should feel free to apply for the post. **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).**

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. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply

POST : PROFESSIONAL NURSE (SPECIALITY) THEATRE & CSSD GRADE 1 - 2
(RE-ADVERTISED POST)

NO. OF POSTS : 01

REFERENCE NO : DPKISMH 11/2024

CENTRE : DR PIXLEY KA ISAKA SEME MEMORIAL HOSPITAL

SALARY NOTCH : GRADE 1: R 451 533.00 Per annum
: GRADE 2: R 553 545.00 Per annum

OTHER BENEFITS : 13th Cheque, Medical Aid (Optional) & Housing Allowance (Employees to meet the Prescribed requirements)

MINIMUM REQUIREMENTS FOR THE POST:

- Matric/Grade 12/ or equivalent.
- Degree /Diploma in General Nursing or equivalent qualification that allows for registration with SANC as a professional nurse.
- One year Post Basic Qualification in Operating Theatre Nursing Science.
- Current Registration with SANC as a Professional Nurse (2024 receipt)
- A minimum of four (04) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing.
- Proof of current/previous work experience endorsed and stamped by HR.
- Successful candidate will have to spend minimum one year in service.

RECOMMENDATION: Midwifery diploma will be an added advantage.

GRADE 1: A minimum of **four (04)** years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General nursing.

GRADE 2: A minimum of **fourteen (14)** years appropriate /recognizable experience after registration as a Professional Nurse with SANC in General Nursing.

At least **ten (10)** years of the period referred to above must be appropriate /recognizable experience after obtaining the One-year Post Basic qualification in the relevant speciality.

KNOWLEDGE, SKILLS, COMPETENCIES REQUIRED:

- Knowledge of Nursing Care, Processes and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service.
- Financial and Budgetary knowledge pertaining to relevant resources under management.
- Insight into procedures and policies pertaining to nursing care.
- Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, liaisons and Interpersonal Skills within the limits of the Public Sector and Institutional policy framework.
- Interpersonal skills including Public relations, negotiating, conflict handling and counselling skills.
- Computer skills in basic programs.

KEY PERFORMANCE AREAS:

- Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates.
- Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital.
- Ensure that high quality of nursing care is rendered to all clients accessing Operating Theatre unit at Dr Pixley Ka Isaka Seme Memorial Hospital.
- Manage utilization and supervision of resources.
- Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement Operating Theatre nursing.
- Instill discipline, professionalism and work ethics amongst employees.
- Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal Hospital realization and maintenance (IHRM) Norms and Standards (N&S)
- Maintain a constructive working with multi-disciplinary team members.
- Provide effective support to nursing services e.g. assist with relief duties to nursing management.

**ENQUIRIES: MRS YYN NGEMA (ASSISTANT MANAGER NURSING - THEATRE)
TEL NO 031 530 1419**

(NB)THE EMPLOYMENT EQUITY TARGET FOR THESE POSTS IS AN AFRICAN MALE.

DUE TO THE CLOSURE OF THE POST OFFICE IN KWAMASHU, NO POSTED APPLICATIONS ARE CURRENTLY ALLOWED.

ALL APPLICATIONS SHOULD BE EMAILED TO:

Pixley.Recruitment@kznhealth.gov.za

Or

Hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu

Or

Couriered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu