



Enquiries: Ms. MR Mkhize
Reference: HRM/4/1/1

ADVERTISEMENT

TO: ALL HEADS OF INSTITUTIONS AND DEPARTMENTS, All employees and community

VACANCIES IN THE DEPARTMENT OF HEALTH: ETHEKWINI DISTRICT OFFICE

The content of this circular minute must be brought to the attention of all eligible personnel and employees in your establishment without delay. 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.

CIRCULAR MINUTE: EDO: 01/2024

DIRECTION TO CANDIDATES

1. The following documents must be submitted:
 - Application for employment Z83 which can be obtainable from any Government Department or from website www.kznhealth.gov.za. Z83 form must be fully completed and signed.
 - Curriculum Vitae
 - Applicants need not to send certified copies of highest educational qualifications, ID document and Driver's license, only shortlisted candidates will be required to submit certified copies
2. The reference number of the post must be indicated in the column provided in the Z83.
3. This department is an equal opportunity; affirmative action employer whose aim is to promote representability 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, applicants will not be acknowledged and should you not receive response after 4 weeks from the closing date of this advertisement, 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. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs.

Applicants can submit their Z83 and CV directly to the following email address Ethekwini District Health Office EthekwiniDistrictHealth.HRJobApplication@kznhealth.gov.za

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

Original signed and available on request

**DISTRICT DIRECTOR
ETHEKWINI DISTRICT OFFICE.**

POST : **Professional Nurse (1 Month Contract)**- Re- advertisement
COMPONENT : HPV Campaign
NO OF POSTS : 02 Posts
REFERENCE NO : ETH DO 6/2024
REMUNERATION : R25 622.75 per month plus 37 % benefits

MINIMUM REQUIREMENTS FOR THE POST:

- Matric Certificate or Grade 12 (Senior Certificate)
- An appropriate B Degree / National Diploma in General Nursing and Midwifery.
- Registration Certificate with SANC with SANC as General Nurse.
- Current registration with SANC (2024)

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- The incumbent of this post should have a good understanding of the HPV Programme.
- Knowledge of immunization programme and adverse events and management Thereof.
- Knowledge of HPV data collection tools and recording.
- Ability to work under pressure and independently.
- Knowledge of data flow.
- Knowledge of HPV contraindications.
- Interpersonal Relations.
- Ability to function as part of a team.
- Good Communication Skills and Interpersonal skills.
- Ability to maintain confidentiality.
- Ability to type and capture data accurately and efficiently.

KEY PERFORMANCE AREAS:

- Responsible for the Team and management of the vaccination station and be a vaccinator.
- Responsible for managing sub category of nursing staff and volunteers allocated for recording and registration of Learners in schools.
- Distribute consent forms before the vaccination session for Educators to send to parents
- Gather information for the Grade 5 girls' enrolment in public and special schools and grade 5,6 and 7 at private and independent schools before the vaccination and development of campaign micro plan.
- Ensure adequate HPV vaccination resources including registers.
- Organize stationery ,surgical sundries, equipment and transport for the campaign
- Responsible for the safe administration of vaccine and cold chain management.
- Ensure maintenance of infection prevention standards throughout the campaign
- Monitor and report AEFI according to the guideline.
- Collect ,monitor and evaluate daily data
- Submit verified data to facility Operational Manager Nursing.
- Record keeping.

Enquiries: Ms. T.G. Shozi/ Ms. E.S. Mbambo Tel. 031 240 5358/ 031 240 5313

ALL APPLICATIONS SHOULD BE FOWARDED TO:

**District Human Resource Manager
EThekwini District Office
Private Bag X54318
Durban, 4000**

**OR Hand-delivered to:
Highway House
Room 5A11
83 King Cetshwayo Highway, Mayville**

or emailed to EthekwiniDistrictHealth.HRJobApplication@kznhealth.gov.za

CLOSING DATE FOR APPLICATIONS: 16 OCTOBER 2024