



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

HUMAN RESOURCE MANAGEMENT

General Justice Gizenga Mpanza Regional Hospital

Private Bag X 10609, Stanger , 4450

Cnr. Patterson Street & King Shaka Street, Stanger, 4450

Tel: 032 – 437 6006

Fax:

Email address: Thando.Latha@kznhealth.gov.za

www.kznhealth.gov.za

Enquiries: Mr T Latha

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NUMBER GJGM 09/2024

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) The most recent Z83 Application form for employment, which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. The Z83 must be completed in full and a detailed Curriculum Vitae (CV) – information such as Educational Qualification, date/s of registration with relevant Councils, relevant work experience and periods in service should be clearly indicated on the CV.
 - b) Applications are not required to submit copies of qualification and other relevant documents with the application. Only shortlisted candidates will be required to submit certified documents and proof of current and previous work experience (certificate of Service) endorsed and stamped by the Human Resource department on or before the day of the interview.
 - c) Applications must be submitted on or before the closing date, late/incomplete applications will be eliminated. Faxed applications will not be considered.
2. The reference number must be indicated in the column provided in the Z83 e.g. GJGM 01/2023.
3. 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 Company Intellectual Property Commission (CIPC)
4. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor.
5. Applicants are respectfully informed that, if no notification of appointment is received within Three (3) months after the closing date, they must accept that their applications were unsuccessful.
6. The Department reserves the right to or not to make appointment(s) to the advertised post(s).
7. 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.
8. GJGM Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. People with disabilities should feel free to apply for the advertised post.

(N.B) KINDLY BE INFORMED THAT DUE TO THE SEVERE BUDGET CONSTRAINTS, THE DEPARTMENT IS EXPERIENCING, S&T CLAIMS & RESETTLEMENT (INCLUDING REMOVAL OF BELONGINGS) WILL NOT BE PAID TO ANY CANDIDATE THAT IS ATTENDING THE INTERVIEW PROCESS AND THOSE FOUND SUITABLE FOR APPOINTMENT.

Closing date: 31 October 2024

Applications to be forwarded as follows: - Attention: Deputy Director: HRM, Private Bag X10609, Stanger, 4450

ACTING - CHIEF EXECUTIVE OFFICER



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

- POST :** **OPERATIONAL MANAGER GENERAL - SURGICAL**
REF: GJGM 20/2024 (X 1 post)
Component: Nursing Management Services
- SALARY :** **R520 560.004.00 per annum**
OTHER BENEFITS: 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and Housing allowance (employee must meet prescribed requirements)
- CENTRE :** General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS:** Matric/Senior Certificate (Grade 12) or equivalent qualification. Degree / Diploma in General Nursing Science & Midwifery. Current registration with the South African Nursing Council as a Professional Nurse & Midwife. Current registration with SANC (2024 receipt). Minimum of Seven (7) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing.
- KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES:** Knowledge and insight into nursing processes and procedures. Knowledge of Public Service Acts, Regulations, Prescripts and Policies. Knowledge of SANC Rules & Regulations. Knowledge of the Code of Conduct for public service employees. Decision making and problem solving skills. Skills is organizing, planning and supervising. Knowledge of the Batho Pele Principles and the Patients' Rights Charter. Knowledge of National Core standards. Ability to supervise, teach and manage staff. An understanding of the challenges facing the Public Health Sector. Ability to provide monitoring & coaching to his/her supervisees.
- DUTIES:** Provide effective and professional leadership ensuring that the unit is organized to provide quality patient care. Monitor the implementation of Nursing process and develop quality improvement programs. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Participate in planning, organizing and monitoring of objectives of the unit in line with strategic & operational plan of the institution. Participate in the development, analysis and implementation of policies, guidelines and SOP's. Manage and monitor human and material resources effectively & efficiently. Ensure compliance to professionalism and ethical practices. Maintain constructive working relationships with the nursing component & other stakeholders. Promote health & wellness programs to increase productivity. Promote cost effective utilization of resources according to relevant legislation. Provide a safe therapeutic environment as laid down by the Nursing Act, Operational Health & Safety Act and all other applicable prescripts. Formulate training programmes for in-service staff & students and participate in the training and development. Deal with grievances and staff discipline in terms of laid out policies and procedures. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Work as part of a multidisciplinary team. Ensure compliance to Norms & Standards, Ideal Hospital Realisation Programme, and Infection Prevention & Control. Participate in Quality Assurance Programmes, identify gaps and formulate quality improvement plans to improve the quality of patient care. Ensure data is collected, verified and timeously submitted to FIO. Perform hospital supervision duties after hours, public holidays and weekends.
- ENQUIRIES :** Matron LV Hadebe (Assistant Nurse Manager) Tel: (032) 4376136



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

- POST** : **PROFESSIONAL NURSE SPECIALITY – INTENSIVE CARE UNIT**
REF GJGM 21/2024 (X 2 Posts)
Component: Nursing Management Service
- SALARY** : **Grade 1: R451 533.00 per annum**
Grade 2: R553 545.00 per annum
OTHER BENEFITS: 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements).
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS:**
- Grade 1:** Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic diploma in Nursing Qualification in the relevant speciality (Trauma or Intensive Care Nursing) with its duration on one (1) year accredited with SANC. Current Registration with SANC (2024 receipt). A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse.
- Grade 2:** Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic diploma in Nursing Qualification in the relevant speciality (Trauma or Intensive Care Nursing) with its duration on one (1) year accredited with SANC. Current Registration with SANC (2024 receipt). A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to the above must be appropriate/recognizable experience in the specific speciality after obtaining the one (1) year post-basic qualification in Maternity.
- Knowledge, Skills and Competencies:** Knowledge of Nursing Care, Processes and Procedures, Nursing Statues and other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player.
- DUTIES:** Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Plan management according to identified problems. Ensure accurate record keeping for statistic purposes. Ensure adherence to the principles of IPC practices in the unit. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the co-ordination and implementation of the National Care Standards, Ideal Hospital Programmes in ICU and the Institution for better quality patient care. Maintain competence in the execution of his/her duties, while managing a high standard of performance including for others. Provision of optimal, holistic specialised critical nursing care with set standards within professional/legal framework. Be able to manage ventilated patients when necessary. Participate in formulation, analysis, implementation and monitoring of the unit objectives, policies and procedures.
- ENQUIRIES** : Matron TH Mthembu (Assistant Nurse Manager) Tel: (032) 4376111



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

- POST** : **PROFESSIONAL NURSE SPECIALITY – OPERATING THEATRE**
REF GJGM 22/2024 (X 2 Posts)
Component: Nursing Management Services
- SALARY** : **Grade 1: R451 533.00 per annum** - Senior Certificate / Grade 12. Diploma / Degree in General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic diploma in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current registration with SANC (2024 receipt). A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. Certificate of service endorsed by HR.
Grade 2: R553 545.00 per annum – Senior Certificate / Grade 12. Diploma / Degree in General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current registration with SANC. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and midwifery. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field.
- Knowledge, Skills and Competencies:** Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital.
- DUTIES** : Execute professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients. Maintain accurate and complete patient records. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Office of Health Standard Compliance (OHSC) and all other applicable prescripts. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Demonstrate effective communication with patients, supervisors, other health professionals including more complex report writing when required. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with Norms and Standards and Ideal hospital realization programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training. Assist and supervise in CSSD. Deputise in the absence of the Operational Manager.
- ENQUIRIES** : Matron LV Hadebe (Assistant Nurse Manager) Tel: (032) 4376136



KWAZULU-NATAL PROVINCE

HEALTH
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- POST** : **PROFESSIONAL NURSE GENERAL – PAEDIATRICS (with Basic Midwifery)**
REF GJGM 23/2024
(X 1 post)
Component: Nursing Management Services
- SALARY** : **Grade 1: R 307 473.00 per annum**
Grade 2: R 375 480.00 per annum
Grade 3: R451 533.00 per annum
OTHER BENEFITS: 13th Cheque, Medical Aid – optional, 8% inhospitable allowance, Home owner allowance, employee must meet prescribed requirements.
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital.
- REQUIREMENTS:** Grade 1: Experience: NIL
Grade 2: Experience: Minimum of 10 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Basic Midwifery
Grade 3: Experience: Minimum of 20 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Basic Midwifery.
- Knowledge, Skills Competencies:** Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project management skills. Basic computer skills.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards professional/ legal framework. To plan/ organize and monitor the objectives of the specialized unit in consultation with other members. To provide a therapeutic environment for staff, patients and public. To provide a comprehensive quality nursing care as a member of the unit-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To ensure continuity of patient care on all levels i.e. work, book, and handover rounds. To liaise and communicate with multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintaining professional growth/ ethical standards and self-self-development. Ensure accurate record keeping for statistics purposes. Ensure adherence to the Principles of IPC in the unit. Manage unit in the absence of the Operation Manager. Identify, report and assist Doctors in the management of Paediatric Emergencies
- ENQUIRIES** : **Matron NG Mntambo (Assistant Nurse Manager) Tel: (032)4376356**