



**VACANCY**

**JOB TITLE : HEAD OF DEPARTMENT (CLINICAL SKILLS CO-ORDINATOR)  
X1 POST**  
**COMPONENT : KWAZULU NATAL COLLEGE OF NURSING - GREY'S CAMPUS**  
**INSTITUTION : GREY'S HOSPITAL**  
**CENTRE : PIETERMARITZBURG**  
**REF. NO. : GS 24/24**  
**SALARY NOTCH :**

**GRADE 1- R 676 068.00 per annum plus 13<sup>th</sup> cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements)**

**MINIMUM REQUIREMENTS:**

- Senior Certificate/Grade 12 **PLUS**
- A Diploma /Degree in Nursing, and Midwifery that allows registration with with the South African Nursing Council (SANC) as a Professional Nurse Plus
- A Post registration qualification in Nursing Education registered with SANC Plus
- Current Registration with the South African Nursing Council (SANC) 2024
- A minimum of **9 (nine)** years appropriate/recognizable nursing experience after registration as a Professional nurse with SANC in General Nursing
- At least 5 (five) years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining 1 year post-basic qualification in Nursing Education
- **Only shortlisted candidates will be required to submit proof of experience/certificate of service endorsed by HR Department**

**The Employment Equity Target for this post is: African Male and African Female**

**RECOMMENDATIONS:**

- A post registration qualification in Nursing Management/Nursing Administration/Health Services Management
- Masters Degree in Nursing
- A post basic qualification
- Unendorsed valid Code EB driver's license (code 08).

**KNOWLEDGE, SKILLS AND EXPERIENCE:**

*The incumbent of this post will report to the Principal of Grey's Campus and will be responsible to coordinate, implement and monitor an effective and efficient clinical training system. The ideal candidate must:*

- Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher

Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc.

- Have in-depth knowledge of procedures and processes related to nursing and nursing education and training.
- Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council.
- Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice.
- Possess knowledge of curriculum development and review.
- Knowledge of procedures and processes related to coordination of undergraduate and postgraduate Nursing
- Possess proficiency in teaching and assessment in Nursing Education.
- Possess sound knowledge of planning, scheduling, implementation of Nurse training programmes.
- Possess sound conflict and decision-making/problem solving skills.
- Have good research and analytical skills.
- Have excellent communication and presentation skills (both verbal and written).
- Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook.
- Good interpersonal relations.
- Ability to work within set deadlines
- Computer Literacy

#### **KEY PERFORMANCE AREAS:**

- Manages clinical learning exposure of students between campus and clinical areas.
- Coordinates and ensure clinical placement and accompaniment of students.
- Coordinates the implementation of various activities in the Clinical Skills Laboratory.
- Develops and ensures implementation of quality assurance programmes.
- Collaborates with other internal and external stakeholders to build a sound relationship within the Department.
- Supervision and management of performance and development of staff under your discipline in accordance with EPMDS policy.
- Oversees the supervision of students.
- Policy analysis, review and development.
- Development and review of nursing curricula for all categories of education and training.
- Implements the new nursing programmes in line with SANC and CHE regulations.
- Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus.
- Participates in all governance structures of the College.

**ENQUIRIES: Mrs. B.E Shezi- Grey's Campus Principal  
Tel: 033- 8973508**

#### **DIRECTIONS TO CANDIDATES**

- 1.1 The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za).
- 1.2 Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020 - 81/971431 effective 01 January 2021) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification.

- 1.3 Applicants are required to complete and sign Z83, and also submit a detailed curriculum vitae (CV).
- 1.4 All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form.
- 1.5 Applicants are required to reflect information even if the same information is provided on the detailed CV.
- 1.6 The Reference number must be indicated in the column provided on the form Z83, e.g. Reference Number GS 24/24.
- 1.7 Please note that communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful.
- 1.8 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).
- 1.9 It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.

**THIS DEPARTMENT IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER, WHOSE AIM IS TO PROMOTE REPRESENTIVITY IN ALL LEVELS OF ALL OCCUPATIONAL CLASSES OF THE DEPARTMENT.**

**APPLICATIONS MUST BE FORWARDED TO:**

**Human Resources Department  
Greys Hospital  
Private Bag X 9001  
Pietermaritzburg  
3200  
(Attention: Mrs M. Chandulal )**

**CLOSING DATE: 1<sup>ST</sup> NOVEMBER 2024**

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**Miss N CELE**  
**ACTING DEPUTY DIRECTOR: HRM: GREYS HOSPITAL**

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**DATE**

**APPROVED/ NOT APPROVED**

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**DR NMT GUMEDE I**  
**ACTING CHIEF EXECUTIVE OFFICER: GREYS HOSPITAL**

\_\_\_\_\_  
**DATE**

