



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Kwa Mashu Community Health Centre
Po Box X 013, Kwa Mashu CHC
Tel: 031 504 8735
Email: Sbusiso.Mtshali@kznhealth.gov.za
www.kznhealth.gov.za

Human Resource Management

Enquiries: Mr S.M Mtshali
Circular Minute No: KCHC/LIN/3/2024
Date ; 18/10/2024

TO HEADS OF ALL DEPARTMENTS

VACANCY IN THE DEPARTMENT OF HEALTH: KWAMASHU CHC – CLINICAL NURSE PRACTITIONER – PHC POST

The contents of this Circular Minute must be brought to the notice of all eligible employees on the Establishment of all Institution. 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:

- The following documents must be submitted:
 - Application for employment' form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za
 - Updated Curriculum Vitae with certificate of service
 - Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must **not** be submitted when applying for employment. These will be requested only from shortlisted candidates.

The '*Reference Number*' and '*Position*' for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83 e.g. **CNP/PHC/KCHC/02/2024**
- The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal checks, 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 the minimum of the advertised post are free to apply.
- Please note that due to financial constrains no S&T claims will be considered for payments to candidates that are invited for the interview.

(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.)

CLOSING DATE FOR APPLICATIONS IS: 08 November 2024

ADVERT

POST : Clinical Nurse Practitioner (MOPD)
NO. OF POST : 02
REFERENCE NO. : KCHC/CNP/09/2024
CENTRE : KWAMASHU CHC
SALARY NOTCH : Grade 01 R451 533.00 – R530 376.00
: Grade 02 R553 545.00 – R 686 211.00
BENEFITS : 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)

MINIMUM REQUIREMENTS FOR THE POSTS:

- Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse.
- One year post basic qualification in Clinical Nursing Science (Health Assessment, Treatment and Care) – Primary Health Care
- Current registration with SANC as a Professional Nurse (2024 SANC receipt)
- A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
- Proof of work experience (Certificate of service) endorsed by Human Resource department

KNOWLEDGE, SKILLS AND COMPETENCIES:

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as:
- Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labour relations act, Disciplinary codes and procedures, Grievance procedure,
- Financial and budgetary knowledge pertaining to the relevant resources under management
- Insight into procedures and policies pertaining to nursing care.
- Leadership, organizational, decision making and problem solving abilities within the limit 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:

- Provision of an integrated quality and comprehensive primary health care, prevention of disease, curative and rehabilitative services to the clients and community.
- Maintain intersectional collaboration with other government structures.
- Provide PICT and adherence counseling to all clients.
- Provide primary prevention strategies and management of communicable and non-communicable diseases.
- Assist and identify training needs of the staff to increase level of expertise and assist patients and families to develop sense of self care.
- Manage the utilization and supervision of resources.

- Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of communities.
- Instill discipline, professionalism and work ethics among employees.
- Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal clinic realization and maintenance (ICRM) and Norms and Standards (N&S).
- Maintain a constructive working with the multi-disciplinary team members
- Provide effective support to Nursing Management services e.g. assist with relief duties to nursing management.
- Manage and monitor proper utilization of human, financial, physical and material resources.
- Ensure availability of medication, essential equipment and supplies and proper utilization thereof.
- Monitor and evaluate HR performance (EPMDS) for all relevant staff.
- Ensure data management is implemented and monitored.

Enquiries: Ms O Magwaza

Tel: 031 - 501 1777

Closing Date: 08 November 2024

Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

ALL APPLICATION MUST BE FORWARDED TO:

Sbusiso.Mtshali@kznhealth.gov.za

OR Hand Delivered To:
Human Resource Office
KwaMashu CHC
P61 Mkhivane Road
Kwa Mashu
4360

Original signed by ACEO

Mr M.A Ndlovu
ACTING CHIEF EXECUTIVE OFFICER

Date: 18 October 2024