



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: HRMS

Physical Address: 75 R.D. Naidu road, Sydenham
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Tel: 031 242 6114 Fax: 031 2099586
Email: fana.cele@kznhealth.gov.za
www.kznhealth.gov.za

King Dinuzulu Hospital Complex: HRMS

TO: ALL HEADS OF ALL DEPARTMENTS

VACANCIES IN THE DEPARTMENT OF HEALTH: KING DINUZULU HOSPITAL COMPLEX

CIRCULAR MINUTE: KDHC 02/2024

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), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
 - (b) Comprehensive CV (with detailed experience).
 - (c) Copies of Qualification, Registration Certificate with SAPC and drivers licence must not be submitted when applying for employment.
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. Faxed and e-Mailed applications will **NOT** 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 of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**

NB. NO PAYMENT OF S & T AND RESETTLEMENT EXPENDITURE.

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.

(All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply)

CLOSING DATE FOR APPLICATIONS IS: 30/09/2024

Original signed by CEO

**The Chief Executive Officer
King Dinuzulu Hospital Complex**



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KING DINUZULU HOSPITAL COMPLEX –ADVERT

POST : **MANAGER NURSING (LEVEL 3 HOSPITAL)**
INSTITUTION : **KING DINUZULU HOSPITAL COMPLEX**
REFERENCE NO : **KDHC 02/2024**
DEPARTMENT : **NURSING MANAGEMENT**
REMUNERATION : **R 1 094 880 – R 1 251 879.00**

OTHER BENEFITS : All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules).

MINIMUM REQUIREMENTS FOR THIS POST:

- Senior Certificate/ Grade 12.
- Diploma / Degree in General Nursing that allows registration With SANC as Professional/General Nurse
- Diploma in Nursing Administration or Management
- Current registration with the SANC 2024 as a Professional Nurse
- A minimum of **10 years** appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing
- At least **5 years** of the period referred to above must be appropriate / recognizable experience as **management level** (Assistant Manager Nursing)
- Proof of working experience endorsed by Human Resource Department

RECOMMENDATIONS

- Computer literate
- Valid driver's license

KNOWLEDGE, SKILLS, COMPETENCIES AND TRAINING REQUIRED:

*The incumbent of this post will report to the **Chief Executive Officer** , and will be responsible to provide Nursing Management Services in order to ensure that resource are manage in such a way that the institution delivers sustainable ,coordinated and integrated patient care , and as such the ideals candidate must:*

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patients' Rights, Batho Pele principles and etc.
- Mentorship & supervisory skills
- Leadership, management, planning, organizing and coordinating skills
- Clinical competencies and policy formulation skills
- Knowledge of nursing care delivery approaches
- Good verbal and written communication skills
- Conflict management / sound labour management skills
- Mentorship and supervisory skills
- Computer literacy
- Knowledge and understanding of Human Resource and Financial practices

KEY PERFORMANCE AREAS:

- Provide leadership a strategic direction in the Nursing Component.
- Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care.
- To execute duties and functions with proficiency, in support of aims and strategic objectives of the hospital and of the Department of Health.
- To contribute towards strategic planning process of the hospital.
- Represent Nursing Component in the Senior Management Team.
- To demonstrate hospital's commitment to quality nursing care and ensure compliance with National Core Standard.



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- Advocate and ensure the promotion of nursing ethos and professionalism.
- To manage and supervise the formation and implementation of policies, procedures for nursing service.
- To manage and ensure efficient utilization of allocated human resources, financial and non-financial resources.
- Deal with disciplinary and grievance matters.
- To ensure provision of effective and efficient infection control services in the hospital and affiliate primary health care services.
- Monitoring and evaluation of patient care delivery in the hospital
- Initiate and participate in health promotion to ensure consistent communication of relevant ,accurate & comprehensive information on health care
- Develop/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork)
- Formulation and implementation of nursing guidelines, practices, standards & procedure.

NB: SHORTLISTED CANDIDATES MAY BE SUBJECTED TO GENERIC ASSESSMENT

ENQUIRIES: Dr. Z.F Dlamini

TEL NO: 031 242 6242

CLOSING DATE FOR APPLICATIONS: 30 September 2024

**Applications should be forwarded to: The Acting Deputy Director: HRM: Mr. F.G Cele
Human Resource Department
King Dinuzulu Hospital
P O Dormerton, 4015**

**Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za. OR
KGVREGISTRY@kznhealth.gov.za**

OR

Hand delivered to:

**The Human Resource Department
King Dinuzulu Hospital
75 R.D. Naidu Roads
Sydenham
4015**



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KING DINUZULU HOSPITAL COMPLEX

POST : OPERATIONAL MANAGER- GENERAL (MEDICAL WARD)
CENTRE : KING DINUZULU HOSPITAL COMPLEX
COMPONENT : NURSING
REFERENCE NO. : KDHC 03/2024
NO. OF POSTS : 01
SALARY NOTCH : Grade 1: R 520 560.00 – R 596 322.00 per Annum
OTHER BENEFITS : 13 Cheque, Medical Aid optional. Housing Allowance
(Employee to meet the prescribed requirements)

MINIMUM REQUIREMENTS

- Standard 10 certificate/Grade 12
- Diploma/Degree in General Nursing Science
- Current Registration with the South African Nursing Council as a Professional Nurse.
- At least minimum of 7 years' experience appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing
- Current registration receipt with S.A.N.C. 2024

KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc.
- Leadership, organizational, decision making and problem solving abilities.
- Financial and budgetary knowledge pertaining to the resources under management.
- Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- Planning and organizing, report writing skills
- Computer skills in basic programme

KEY PERFORMANCE AREAS

- Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care
- Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies and procedures.
- Manage and monitor proper utilization of human, financial, physical and material resources.
- Develop/establish and maintain constructive working relationships with nursing and the multi-disciplinary team.
- Management of complaints and patient safety incidents.
- Reporting of patient safety incidents and immediate investigation and ensure documentation.
- Maintain professional growth/ethical standards and self-development.
- Provide day services for quarantine/isolation facilities.
- Provide adequate support to nursing services and assist with relief duties of the Supervisor.
- Manage 72 hour observation ward for mental health care users

ENQUIRIES : Mrs. HN Mchunu

Telephone : 031-242 6132

Closing date : **30/09/2023**

Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za OR
KGVREGISTRY@kznhealth.gov.za



KWAZULU-NATAL PROVINCE

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KING DINUZULU HOSPITAL COMPLEX

POST : OPERATIONAL MANAGER GENERAL –HAST AND MDR CLINIC
CENTRE : KING DINUZULU HOSPITAL COMPLEX
COMPONENT : NURSING-HAST
REFERENCE NO. : KDHC 04/2024
NO. OF POSTS : 01
SALARY NOTCH : Grade 1: R 520 560.00 – R 596 322.00 per Annum
OTHER BENEFITS : 13 Cheque, Medical Aid optional. Housing Allowance
(Employee to meet the prescribed requirements)

MINIMUM REQUIREMENTS

- Standard 10 certificate/Grade 12
- Diploma/Degree in General Nursing Science
- Current Registration with the South African Nursing Council as a Professional Nurse.
- At least minimum of 7 years' experience appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing
- Current registration receipt with S.A.N.C. 2024

Recommendation:

- Valid code 08 Drivers License
- Computer Literacy
- Nimart Certificate
- Dispensing Certificate
- HIV,AIDS Certificate

KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc.
- Leadership, organizational, decision making and problem solving abilities.
- Financial and budgetary knowledge pertaining to the resources under management.
- Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- Planning and organizing, report writing skills
- Computer skills in basic programme

KEY PERFORMANCE AREAS

- Facilitate and oversee the development of HAST operational business plans to give guidelines on TB/HIV programme.
- Maintain norms and standards of nursing practice to promote the health status of health care users in MDR Clinic.
- Manage and utilize resources in accordance with relevant directives and legislation.
- Develop and implement quality assurance programmes, guidelines, protocols, norms and standards and ideal hospital realization model.
- Utilize information technology (IT) and other management information for enhancement of service delivery.
- To supervise patient care, staff performance and ensure smooth functioning of the MDR Clinic.
- Provide adequate support to nursing services and assist with relief duties of the Supervisor.
- Ensure implementation of HAST programme in line with District Health Plan.
- Ensure safe and therapeutic environment and prevent stigmatization of HAST clients.
- Monitoring and reporting of HAST indicators and implement quality improvement plans.
- Participate in promotion of HAST open days and convey health messages and support health programmes operations.
- Participate and implement integration of activities aimed at integrating HIV / AIDS, TB prevention, treatment, care STI programmes.



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- Ensure proper utilization of human resources and financial material.
- Management of complaints and patient safety incidents.
- Ensure improvement in the performance of the hospital to reduce complaints, patient safety incidents, patient dissatisfaction and litigations.
- Co-ordination of the provision of effective training research and provision of effective support to nursing service.
- Maintain professional growth / ethical standards and self- development.
- Participate in the analysis formulation and implementation of nursing guidelines practices standards and procedures.
- Manage effectively the utilization and supervision of human, financial, physical and material resources and services in MDR Clinic.
- Maintain constructive working relationships with nursing and other stakeholder's i.e. inter-professional and inter-sectoral multi –disciplinary team work.

ENQUIRIES

: Mrs. HN Mchunu

Telephone

: 031 – 242 6132

Closing date

: **30/09/2023**

Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za OR
KGVREGISTRY@kznhealth.gov.za



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KING DINUZULU HOSPITAL COMPLEX

POST : OPERATIONAL MANAGER - PSYCHIATRIC UNIT SPECIALTY
CENTRE : KING DINUZULU HOSPITAL COMPLEX
COMPONENT : NURSING MANAGEMENT
REFERENCE NO. : KDHC 05/2024
NO. OF POSTS : 01
SALARY SCALE : R 656 964.00 – R 748 683.00 Per Annum plus benefits and 13th cheque and Medical Aid optional. Housing Allowance meet prescribed requirements

MINIMUM REQUIREMENTS

- Standard 10 certificate/Grade 12
- Diploma / Degree in Nursing Science
- Current registration with South African Nursing Council as Professional Nurse
- Diploma in Post Basic specialty: Post-Basic Psychiatric Nursing Science (Advanced Psychiatric Nursing Science)
- Minimum of 9 years appropriate / recognizable experience as a Professional Nurse
- At least 5 years of the period referred above must be experience after obtaining Post Basic qualification in the specialty and Current registration with SANC (2024 receipt).

NB: Proof of experience endorsed and stamped by Human Resource and Certificate of service.

KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc.
- Leadership, organizational, decision making and problem solving abilities.
- Financial and budgetary knowledge pertaining to the resources under management.
- Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- Planning and organizing, report writing skills
- Computer skills in basic programme

KEY PERFORMANCE AREAS FOR SPECIALITY NURSING UNIT

- Co-ordination of optimal holistic specialized nursing care provided within set standards and a professional / legal framework
- Manage effectively the utilization and supervision of human, financial, physical and material resources and services
- Co-ordination of the provision of effective training and research
- Provision of effective support to nursing services
- Maintain professional growth/ethical standards and self-development.
- Management of complaints and patient safety incidents.
- Manage 72 hour observation ward for mental health care users.
- To supervise patient care, staff performance and ensure smooth functioning of the unit
- To partake in overall specialized unit functions, Team Building
- Participate in the analysis, formulation and implementation of nursing guidelines practice standards and procedures
- Maintain constructive working relationships with nursing and other stakeholders i.e. inter-professional and inter-sectoral and multi-disciplinary team work

ENQUIRIES : MRS HN MCHUNU
TELEPHONE : 031-242 6132
Closing date : 30/09/2023

Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za OR
KGVREGISTRY@kznhealth.gov.za



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KING DINUZULU HOSPITAL COMPLEX

POST : OPERATIONAL MANAGER SPECIALITY (GRADE 1)
(O&G)
CENTRE : KING DINUZULU HOSPITALCOMPLEX
COMPONENT : NURSING MANAGEMENT
NO. OF POSTS : 01
REFERENCE NO. : KDHC 06/2024
SALARY SCALE : R 656 964.00 – R 748 683.00 Per Annum plus benefits and 13th
cheque and Medical Aid optional. Housing Allowance
meet prescribed requirements

MINIMUM REQUIREMENTS

- Standard 10 certificate/Grade 12
- Diploma / Degree in Nursing Science
- Proof of current registration with South African Nursing Council as Professional Nurse 2024.
- Diploma in Post Basic specialty in Advance Midwifery Nursing.
- Minimum of 9 years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
- At least 5 years of the period referred above must be appropriate/recognizable experience after obtaining the one year Post Basic qualification in Obstetrics and Gynecology.

NB: Proof of experience endorsed and stamped by Human Resource and Certificate of service.

KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc.
- Leadership, organizational, decision making and problem solving abilities.
- Financial and budgetary knowledge pertaining to the resources under management.
- Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- Planning and organizing, report writing skills
- Computer skills in basic programme

KEY PERFORMANCE AREAS FOR SPECIALITY NURSING UNIT

- Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care
- Facilitate effective integration implementation of appropriate package of care to ensure a good outcome in MCWH e.g. BANC, SMOES, HBB.
- Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies and procedures.
- Manage and monitor proper utilization of human, financial, physical and material resources.
- Develop/establish and maintain constructive working relationships with nursing and the multi-disciplinary team.
- Management of complaints and patient safety incidents.
- Reporting of patient safety incidents and immediate investigation and ensure documentation.
- Maintain professional growth/ethical standards and self-development.
- Coordinate of the provision of effective training and research.
- Maintain professional growth /ethics standards and self-development
- Provide day services for quarantine/isolation facilities.
- Provide adequate support to nursing services and assist with relief duties of the Supervisor.

ENQUIRIES : MRS HN MCHUNU

TELEPHONE : 031- 242 6132

CLOSING DATE : 30/09/2024

Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za OR
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KING DINUZULU HOSPITAL COMPLEX

POST : **DIAGNOSTIC RADIOGRAPHER (GRADE 1, 2, 3)**
INSTITUTION : **KING DINUZULU HOSPITAL COMPLEX**
NO.OF POST/S : **TWO (2)**
REFERENCE : **KDHC 07/2024**
SALARY NOTCH : **GRADE 1 R 376 524.00 – R 430 512.00 PER ANNUM**
: **GRADE 2 R 439 755.00 – R 501 630.00 PER ANNUM**
: **GRADE 3 R 514 785.00 – R 623 229.00 PER ANNUM**
OTHER BENEFITS : **13th cheque/service bonus plus Home owners allowances:**
Employee must meet prescribed requirements plus Medical Aid (Optional)

MINIMUM REQUIREMENTS:

- Senior certificate / Grade 12 certificate or equivalent.
- Diploma / Degree in Diagnostic Radiography.
- Registration certificate with the Health Professions Council of South Africa as an independent practitioner.
- Current annual registration practice/card (2024) with HPCSA.

NB: Current and previous experience endorsed and stamped by Human Resource (Employment History) and Applicants to submit certified copies/attachment/proof/certificates/ID/qualifications only when shortlisted

Grade 1: No experience required after registration with the HPCSA Council in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One (1) year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom to perform community service, as required in South Africa.

Grade 2: Minimum of (10) years appropriate recognizable experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of 11 Years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa.

Grade 3: Minimum of 20 years recognizable experience after registration as a Radiographer with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of 21 Years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:

- Sound knowledge of Diagnostic procedures and equipment.
- Sound knowledge of radiation control regulations, safety measures and policies.
- Sound knowledge of Diagnostic Radiography practice and ethos.
- Good communication, problem solving and interpersonal skills.
- Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders.

KEY PERFORMANCE AREAS:

- To provide a high quality Diagnostic Radiography services observing safe radiation protection standards.
- Provide radiation protection to patients, staff and the public.
- Execute clinical procedures completely to prevent complications.
- Provide and participate in a 24 hour radiography services, night duty, week-ends and public holidays and this include compulsory overtime.



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- Inspect and utilize radiographic equipment professionally to ensure they comply with safety standards.
- Promote good health practices and ensure optimal care patients.
- Give factual information to patients and clients on radiography.
- Assist junior personnel on Radiography related matters.
- Participate in implementation of National Core Standards, Quality Assurance and Quality Improvement programmes, in-service training and ideal Hospital Maintenance Framework.
- Promote Batho Pele Principles in the execution of duties for effective service delivery and observe patients right charter.

ENQUIRIES : Mrs. T van Niekerk
TELEPHONE : 031-242 1043/44
Closing date : 30/09/2024

NB. NO PAYMENT OF S & T AND RESETTLEMENT EXPENDITURE.

Applications should be forwarded to: The Acting Deputy Director: HRM: Mr. F.G Cele
Human Resource Department
King Dinuzulu Hospital
P O Dormerton, 4015

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OR

Hand delivered to: The Human Resource Department
King Dinuzulu Hospital
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