



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Postal Address Private Bag X808 Melmoth 3835

Physical Address: KwaMagwaza Mission

Tel: 035 450 8334 Fax: 035 450 8229
www.kznhealth.gov.za

KWAMAGWAZA HOSPITAL HUMAN RESOURCE MANAGEMENT

Email address: lindile.khumalo@kznhealth.gov.za

Enquiries : Mr N.J Ngcobo
Date : 2024.09.30

**TO: HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS
ALL EMPLOYEES
COMMUNITY MEMBERS**

VACANCIES IN THE DEPARTMENT OF HEALTH: KWAMAGWAZA DISTRICT HOSPITAL CIRCULAR MINUTE: KH05/2024 & KH06/2024

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in all Regional / District offices. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

DIRECTIONS TO CANDIDATES: -

1. Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed.
2. Reference Number must be indicated in the column provided on the form Z.83.
3. Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies of identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only.
4. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted.
5. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.
6. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. Employment Equity Target for all advertised posts is African Male,

We welcome applications from persons with disAbilities 

7. **Please note that due to financial constraints, no S&T and no Resttlement claims will be paid**
8. “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 KwaMagwazaHospital.JobApp@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs.”

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

CLOSING DATE FOR APPLICATIONS IS: 01 NOVEMBER 2024

Applications should be forwarded to:

**The Assistant Director : HRM
KwaMagwaza District Hospital
Private Bag x 808
MELMOTH
3835 (ATTENTION: Mr E.S. Mchunu)**

or

**Hand Deliver to:
KwaMagwaza Road
KwaMagwaza Mission
Melmoth**

Email: KwaMagwazaHospital.HRJobApplication@kznhealth.gov.za

ORIGINAL SIGNED:

**CHIEF EXECUTIVE OFFICER
KWAMAGWAZA DISTRICT HOSPITAL**



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POST	: CLINICAL NURSE PRACTITIONER GRADE 1-2
REFERENCE NO	: KH 05/2024
NUMBER OF POST	: 01
INSTITUTION	: KWAMAGWAZA HOSPITAL
CENTRE	: YANGUYE CLINIC
REMUNERATION	: GRADE1 R451 533.00 TO R530 376.00 PER ANNUM : GRADE2 R553 545.00 TO R686 211.00 PER ANNUM
BENEFITS	: 8%INHOSPITABLE ALLOWANCE OF BASIC SALARY, PRESCRIBED, HOUSING ALLOWANCE,13THCHEQUE, MEDICAL AID (OPTIONAL), (EMPLOYEE MUST MEET REQUIREMENTS).

MINIMUM REQUIREMENTS FOR THESE POSTS:

GRADE 1:

- Grade 12/Senior Certificate, Basic R425 qualification (i.e. Diploma/Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse that allows registration with SANC as a Professional Nurse.
- One year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC).
- Current registration with the SANC (2024) as a Professional Nurse.
- A minimum of 4years appropriate or recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
- Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates

GRADE 2:

- Grade 12/Senior Certificate, Basic R425 qualification (i.e. Diploma/Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse
- A minimum of fourteen (14) years actual service and /or appropriate/recognizable experience after registration as professional Nurse with the SANC in General Nursing.
- At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant specialty.
- Proof of current and previous experience endorsed by Human Resource Department (not certificate of service)

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S act, Batho Pele Principles and patients' Rights charter, Labour Relations Act, Grievance procedure etc.
- Leadership, organisational, decision making and problem solving, conflict handling and counselling.
- Good listening and communication skills
- Team building and supervisory skills.
- Good insight of procedures and policies pertaining to nursing care.
- Ability to assist information of patient care related policies.

KEY PERFORMANCE AREAS

- Render quality comprehensive primary health care services by providing preventive, curative and rehabilitative services to the clients visiting the facility.
- Ensuring proper utilization and safekeeping basic medical equipment, surgical, pharmaceutical and stock.
- Provide direct and indirect supervision and guidance of all junior staff.
- Implement infection control standards and practices to improve quality of nursing care.
- Participate in the implementation of OHSC Norms and Standards and other quality assurance initiatives.
- Maintain a constructive working relationship with staff and other stakeholders, including MDT.
- Participate in the audits of patient clinical records and evaluate care rendered to patients.
- Ensuring proper utilization of resources, including HR, material and financial and safekeeping up to date record of resources.
- Mentor junior staff regarding provision of nursing care in order to increase their level of competency.



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- Support data management initiatives by collecting and timely submitting data, including utilization of data for the planning of patient management.
- Participate in the Ideal Clinic Realization and maintenance program activities.
- Execute duties and functions with proficiency and perform duties according to the scope of practice and ethical and professional standards.

ENQUIRIES: Ms N.I. Mthethwa:

035 450 8294

CLOSING DATE: 01 NOVEMBER 2024

NB: Preference will be given to African Male and people with disabilities.



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POST : PROFESSIONAL NURSE GENERAL STREAM (GRADE 1-2)
REFERENCE NO. : KH 06/2024
NO. OF POSTS : 02
CENTRE : HAST
SALARY : GRADE1 R307 473.00 – R362 187.00 PER ANNUM
GRADE2 R375 480.00 – R442 296.00 PER ANNUM
OTHER BENEFITS : 8% INHOSPITABLE ALLOWANCE OF BASIC SALARY, 13THCHEQUE SALARY, 13THCHEQUE, MEDICAL AID (OPTIONAL), HOME OWNER'S ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)

GRADE 01

MINIMUM REQUIREMENTS

- Grade 12/Senior Certificate. Basic R425 qualification (i.e. Diploma/Degree in General Nursing or Equivalent qualification that allows registration with the SANC as Professional Nurse.
- Current registration (2024) with the SANC as a Professional Nurse.
- Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates

GRADE 02

MINIMUM REQUIREMENTS

- Grade 12 / Senior Certificate.
- Degree / Diploma in General Nursing and Midwifery & Psychiatry.
- Registration with South African Nursing Council as Professional Nurse and Midwifery.
- Current SANC receipt.
- A minimum ten (10) years appropriate / recognisable experience after registration with SANC as Professional Nurse and Midwifery.
- Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S act , Batho Pele Principles and patients' Rights charter, Labour Relations Act, Grievance procedure etc.
- Leadership, organisational, decision making and problem solving, conflict handling and counselling.
- Good listening and communication skills
- Team building and supervisory skills.
- Good insight of procedures and policies pertaining to nursing care.

KEY PERFORMANCE AREAS

- Provide Comprehensive quality care to patients in cost effective and efficient environment.
- Demonstrate compliance with nursing Act and SANC regulations
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- Provide a safe therapeutic and hygienic environment.
- Monitor and evaluate the care and management of all clients and ensure the maintenance of accurate and complete patients records.
- Ensure implementation of guidelines on preventive and treatment strategies to data management policies and guidelines.
- Exercise control over discipline, grievances and labour Related issues according to the labour Act.
- Conducts clinical audits and implementation of quality improvement plan.

ENQUIRIES: Ms N.I. Mthethwa 035-450 8294

CLOSING DATE: 01 NOVEMBER 2024

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