



Date: 16 September 2024

TO HEADS OF ALL INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH: MAD 09/2024

The contents of the Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Also notify all candidates who qualify for the posts in this circular minute even if they are absent from their place of work.

DIRECTIONS TO CANDIDATES

1. **Only the following documents must be submitted:**
 - (a) **A detailed CV and a New (Z83) form, fully completed, initialed and signed, obtainable from any Public Service Departments, failing which your application will not be considered.**
 - (b) **Certified copies of ID, highest educational qualifications and other relevant documents will be requested for submission only from shortlisted candidates.**
2. **The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2024**

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

3. Applications 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. Correspondence will be limited to shortlisted candidates only.
4. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.
5. The appointment is subject to the positive outcomes obtained from the following checks: Security Clearance, Qualifications (SAQA), Citizenship and Previous Experience Verification.
6. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum that of the advertised post are free to apply.
7. (This institution is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of the Department.) **People with disability should feel free to apply.**
8. **Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for interview.**

CLOSING DATE FOR ALL APPLICATIONS: 18 October 2024

Applications should be posted to: The Recruitment Officer **OR** Hand deliver to: HR Office No. 3
Madadeni Hospital Madadeni Hospital
Private Bag x 6642 F0001Section 6
Newcastle Madadeni
2940 2951

Original Signed by CEO

THE CHIEF EXECUTIVE OFFICER
MRS H.S.L KHANYI

POST : CLINICAL NURSE PRACTITIONER (GRADE 1&2) (PHC)
EQUITY TARGET : AFRICAN MALE
NO. OF POSTS : 02
CENTRE : MADADENI HOSPITAL (CLINICS)
REFERENCE NO : MAD 09/2024

CLINICS	NO.OF POSTS
NEWCASTLE CLINIC	01
MADADENI CLINIC 7	01

OTHER BENEFITS : 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CLINICAL NURSE PRACTITIONER (GRADE 1) (R451 533.00 – R530 376.00)

- Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse
- A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care
- A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing
- Proof of Current registration with SANC (2024)
- **Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.**

CLINICAL NURSE PRACTITIONER (GRADE 2) (R553 545.00 – R686 211.00)

- Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse
- A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care
- Proof of Current registration with SANC (2024)
- A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with S.A.N.C. in General Nursing, of which 10 years must be appropriate /recognizable experience after obtaining the one (1) year post basic qualification in Clinical assessment, treatment and care.
- **Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.**

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles.
- Good interpersonal relationship skills and good listening skills.
- Good communication and problem solving skills.
- Co-ordination and planning skills.
- Ability to relieve in the service areas.
- Team building and supervisory skills.
- Ability to formulate patient care related policies.
- Sound knowledge of the health programmes run at the PHC level.
- Sound knowledge of the Norms and Standards, Ideal Clinic and data management.

KEY PERFORMANCE AREAS

- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing and statistics.
- Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning in the clinic.
- Work as part of a multidisciplinary team to ensure effective Nursing Care in the clinic.
- Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic.
- Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic.
- Ensure effective implementation of National Norms and Standards and Ideal Clinic Realisation and Maintenance Framework.
- Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines.
- Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic.
- Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations.
- Ensure that programme specific data collected is timeous and accurate.
- Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care.
- Refer patients promptly according to the set guidelines, protocols, policies.
- Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

ENQUIRIES: MS. R.M SITHOLE

TELEPHONE: 034-328 8137

CLOSING DATE: 18 OCTOBER 2024

