



Date: 16 September 2024

TO HEADS OF ALL INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH: MAD 11/2024

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
Private Bag x 6642
Newcastle
2940
Madadeni Hospital
F0001Section 6
Madadeni
2951

Original signed by CEO

THE CHIEF EXECUTIVE OFFICER
MRS H.S.L KHANYI

POST : PROFESSIONAL NURSE (SPECIALITY) (EMERGENCY AND TRAUMA)
EQUITY TARGET : AFRICAN MALE
NO. OF POSTS : 01
CENTRE : MADADENI HOSPITAL
REFERENCE : MAD 11/2024
OTHER BENEFITS : 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

PROFESSIONAL NURSE (SPECIALITY) (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 nursing qualification in Trauma / Critical Care Nursing Science / Orthopaedic Nursing Science of at least One (1) year, accredited with the SANC.
- Registration with SANC as a Professional Nurse
- Proof of current year registration/ receipt with SANC (2024)
- A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing
- **Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.**

PROFESSIONAL NURSE (SPECIALIY) (GRADE 2) (R553 545.00 – R686 211.00)

- Basic R425 Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a professional nurse
- A post basic nursing qualification in Trauma / Critical Care Nursing Science/ Orthopaedic Nursing Science of at least One (1) year, accredited with the SANC.
- Registration with SANC as a Professional Nurse
- Proof of Current registration with SANC (2024)
- A minimum of 14 years appropriate/ recognizable nursing experience in nursing after registration as a professional nurse with SANC in General Nursing.
- At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the one (1) year post basic qualification in Trauma Critical Care Nursing Science / Orthopaedic Nursing Science.
- **Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.**

KNOWLEDGE, SKILLS, COMPITENCIES AND TRAINING REQUIRED:

- BLS trained
- ACLS and/or PALS advantageous
- Strong interpersonal, communication and presentation skills.
- Ability to make independent decisions.
- An understanding of the challenges facing the public health sector.
- Ability to prioritize issues and other work related matters and to comply with time frames.
- High level of accuracy.
- Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

KEY PERFORMANCE AREAS:

- Executive professional nurse's duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution.
- Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team.
- Have the ability to work in a fast paced environment to deliver high standards in emergency care
- Do meaningful rounds and monitor client satisfaction by communications with patients and relatives.
- Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs in an emergency care environment
- Advocate for quality care of patients
- Provide safe and therapeutic environment for patients, staff and public.

- Maintain accurate and complete patient records.
- Assist the Operational manager with overall management and necessary support for the effective functioning of the unit.
- Train and supervise junior staff and student nurses
- Strengthen ethics and professionalism.
- Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures.
- Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes.
- Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies.
- Participate in staff development using EPMDS System and other work related programmes and training.
- Ensure effective and efficient management of resources and availability of essential equipment.
- Attend to meetings, and assist with relief duties of supervision as assigned by the supervisor.

N.B: Management reserves the right to allocate employees outside the appointed domain as determined by service delivery demands, this may occur in instances of staff shortages experienced in any nursing component.

ENQUIRIES: MS. R.M SITHOLE

TELEPHONE: 034-328 8137

CLOSING DATE: 18 OCTOBER 2024