



Date: 16 September 2024

TO HEADS OF ALL INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH: MAD 12/2024

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) (PSYCH)
EQUITY TARGET : AFRICAN MALE
NO. OF POSTS : 01
CENTRE : MADADENI HOSPITAL
REFERENCE : MAD 12/2024
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 qualification with a duration of at least 1 year in Advanced Psychiatric Nursing Science
- 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.**

PROFESSIONAL NURSE (SPECIALIY) (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 Advanced Psychiatric Nursing Science
- 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, of which 10 years must be appropriate / recognizable experience after obtaining the one (1) year post basic qualification in Advanced Psychiatric Nursing Science
- **Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.**

KNOWLEDGE, SKILLS, COMPITENCIES AND TRAINING REQUIRED:

- 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.
- Sound knowledge of Mental Health Act 17of 2002
- Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- Full understanding of the role of a professional nurse

KEY PERFORMANCE AREAS:

- Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team with set standards and within professional and legal framework.
- Train and supervise junior staff and student nurses
- Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital.
- Co-ordinate clinical activities of the unit.
- Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures.
- Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies.
- Strengthen ethics and professionalism.
- Provide safe and therapeutic environment for patients, staff and public.
- Advocate for quality care of patients
- Participate in staff development using EPMDS System and other work related programmes and training.

- Ensure that equipment and machinery is available and functional at all time
- Report and challenges and deficiencies within the unit
- Attend to meetings, workshops and training programs as assigned by the supervisor
- Ensure effective implementation of legal prescripts and compliance time frames thereof

ENQUIRIES: MS. R.M SITHOLE

TELEPHONE: 034-328 8137

CLOSING DATE: 18 OCTOBER 2024