



**Date: 25 September 2024**

**TO HEADS OF ALL INSTITUTIONS**

**VACANCIES IN THE DEPARTMENT OF HEALTH: MAD 16/2024**

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 06/2024**

**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 OFFICE**  
**MRS H.S.L KHANYI**

**POST : PROFESSIONAL NURSE (SPECIALITY) (OPERATING THEATRE) (GRD 1&2)**  
**EQUITY TARGET : AFRICAN MALE**  
**NO. OF POST(S) : 01**  
**CENTRE : MADADENI HOSPITAL**  
**REFERENCE : MAD 16/2024**  
**OTHER BENEFITS : 8% Inhospitable Allowance, 13<sup>th</sup> cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)**

**PROFESSIONAL NURSE (SPECIALITY) (GRADE 1) (R451 533.00 – R530 376.00)**

- Diploma / Degree in General Nursing
- A post basic qualification in Operating Theatre Nursing Science
- Registration with the SANC as a Professional Nurse
- A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the 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 (SPECIALITY) (GRADE 2) (R553 545.00 – R686 211.00)**

- Diploma / Degree in General Nursing
- A post basic qualification in Operating Theatre Nursing Science
- A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing
- At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in Operating Theatre Nursing Science.
- **Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.**

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES 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.
- Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

**KEY PERFORMANCE AREAS**

- Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team.
- Train and supervise junior staff and student nurses
- Maintain accreditation standards by ensuring compliance with National Norms and Standards.
- Co-ordinate clinical activities of the unit.
- Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures.
- Participate in nursing audits and maintain accurate records.
- Display a concern for patients, promoting advocating, and facilitating proper treatment and care
- 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.
- Maintain a constructive working relationship with nursing and other stakeholders
- 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
- Attend to meetings, workshops and training programs as assigned by the supervisor

**ENQUIRIES: Ms. R.M Sithole ..... Telephone: 034-328 8137**

**CLOSING DATE: 18 OCTOBER 2024**