



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE: HRM**

Postal Address : Private Bag X 126 Kwa-Pett 3820

**Human Resource Management Service**

Physical Address: Ward 3 Mbongolwane Reserve Eshowe 3815

Tel: 035-4766300/242  
[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

Fax: 0354766380/035

Email address: [menzi.nzuza@kznhealth.gov.za](mailto:menzi.nzuza@kznhealth.gov.za)

**Enquires** : Mr M Nzuzza  
**Date** : 2024/10/07

### **TO ALL HEADS OF DEPARTMENTS CIRCULAR MINUTES MBO 01/2024 VACANCIES AT MBONGOLWANE HOSPITAL**

The content of this circular minute must be brought to the notice of all officers concerned and employees on your establishment without delay, including those in region/ district offices. The institution must notify all candidates who qualify for post in this circular minutes even if they are absent from their normal places of work.

#### **DIRECTION TO THE CANDIDATES**

1. The following documents must be submitted:-
  - (a) Application for employment form (Z83) which is obtainable at any government department or from the **website [www.kznhealth.gov.za](http://www.kznhealth.gov.za)**
  - (b) Recent certified copies of educational qualifications, Identity/passport documents, professional registration certificate and certificate/s of service from previous employer/s (it is the applicant responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and not copies of certified copies.
  - (c) A detailed Curriculum Vitae
2. The reference number and position for which you are applying (as stated in the advert) must be clearly indicated in the column provided on the form Z83

#### **NB: FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL DISQUALIFY APPLICANTS.**

3. Persons with disabilities are encouraged to apply for the posts.
4. **NB:** Please note that due to large number of applicant anticipated, individual applications will not be acknowledged, however, should you receive no response within six weeks from the closing date of the advertisement; consider your application as unsuccessful. Due to budgetary constrains, subsistence and traveling expenses will not be paid.
5. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Education Qualification by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC)
6. The Department reserves the right not to fill the post/s

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of occupational categories in the department

**CLOSING DATE: 2024.10.25**

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**Original copy Signed by the Acting CEO  
Dr. PC Mchunu  
MBONGOLWANE DISTRICT HOSPITAL**

**POST** : **CLINICAL NURSE PRACTITIONER (SPECIALITY HAST)**  
**INSTITUTION** : **MBONGOLWANE DISTRICT HOSPITAL**  
**NUMBER OF POST** : **01**  
**REFERENCE NO.** : **MBO 11/2024**  
**SALARY NOTCH** : **GRADE 1: R451 533.00 – R530 376.00 PA**  
: **GRADE 2: R553 545.00 – R686 211.00 PA**  
**COMPONENT** : **NURSING**  
**OTHER BENEFITS** : **Home Owner Allowance (prescribed requirements to be met), 13th**  
: **Cheque, Rural Allowance 08% and medical aid (optional)**

**MINIMUM REQUIREMENTS OF THE POST GRADE 1**

- Grade 12 certificate OR Equivalent.
- Diploma/ Degree in General Nursing and Midwifery
- Current registration with SANC as a General Nurse (2024)
- A minimum of 04 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
- Plus 01 year post basic qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care (PHC).
- Current and previous working experience endorsed and stamped by Human Resource (certificate of service) must be attached.

**MINIMUM REQUIREMENTS OF THE POST GRADE 2**

- Grade 12 certificate / Standard 10.
- Diploma/ Degree in General Nursing and Midwifery.
- Current registration with SANC as a General Nurse (2024).
- A minimum of Fourteen (14) years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
- Plus 01 year post basic qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care (PHC).
- At least Ten (10) years of the period referred above must be appropriate / recognizable experience after obtaining One (1) year post basic qualification in Primary Health Care (PHC).
- Current and previous working experience endorsed and stamped by Human Resource (certificate of service) must be attached.

**RECOMMENDATION:**

- NIMART

**KNOWLEDGE, SKILLS AND COMPETENCIES**

- Knowledge of Nursing care processes and procedures, Nursing Acts, Health Act, Nurses Pledge , Patient's-Rights charter, Batho pele principles etc.
- Nursing statutes and relevant legal framework
- Knowledge and understanding of legislative framework governing the public services
- Knowledge of HR, Finance, Skills development, Labour Relations, Public Service
- PHC Guidelines and other prescripts
- Conflict, change and people management

**KEY PERFORMANCE AREAS:**

- Participate in the implementation of the nursing plan, clinical audits, QIP's and its implementation for quality care
- Ensure that practice in nursing is in accordance with laws and regulations relevant to nursing and health care.
- Provide therapeutic environment to staff, patients and public
- Manage and monitor HR and Finance in all relevant clinical areas
- Assist in preparation of ICRM and OHSC to maintain status and compliance
- Ensure data collection and adherence to Data Management Principles
- Assist in implementation of PHC re-engineering
- Ensuring proper utilization resources and safe-keeping of supplies

- Monitor Infection Prevention and Control in the unit
- Ensure increased accessibility of health services to all community members including staff
- Instill discipline, professionalism and work ethics among employees
- Deputize the Operational manager in charge of the unit.
- Ensure implementation of 95 95 95 target and monitoring of HAST indicators

**ENQUIRIES: Mr NM Mhlongo (AMN Medical and Surgical) Tel: 035 476 6242/ Ext 1011**

<b>All applications should be forwarded to:</b>	<b>OR</b>	<b>Hand Delivered to</b>
The Human Resources Manager		Mbongolwane Hospital
Mbongolwane Hospital		Mbongolwane Reserve
Private Bag X 126		
Kwa-Pett		
3820		

OR E-mail to [MbongolwaneHospital.HRJobApplication@kznhealth.gov.za](mailto:MbongolwaneHospital.HRJobApplication@kznhealth.gov.za)

**ATTENTION: ACTING HRM**

**CLOSING DATE: 2024.10.25**

<b>POST</b>	<b>: CLINICAL NURSE PRACTITIONER</b>
<b>REFERENCE NO</b>	<b>: MBO 13/2024</b>
<b>CENTRE</b>	<b>: NGUDWINI CLINIC</b>
<b>NO OF POSTS</b>	<b>: 01</b>
<b>SALARY NOTCH</b>	<b>: GRADE 1: R451 533.00 – R530 376.00 PER ANNUM</b>
	<b>: GRADE 2: R553 545.00 – R686 211.00 PER ANNUM</b>
<b>OTHER BENEFITS</b>	<b>: 13 cheque, housing allowance (employee must meet prescribed requirements),</b>
	<b>: Medical Aid (optional)</b>

**MINIMUM REQUIREMENTS OF THE POST GRADE 1:**

- Grade 12 or Standard 10
- Degree or Diploma in general nursing science and midwifery
- Current registration with SANC (2024)
- A minimum of 4 years appropriate or recognizable nursing experience as a general nurse
- Plus One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)
- Current and previous work experience written by supervisor
- Certificate of service endorsed and stamped by HR Office

**MINIMUM REQUIREMENTS OF THE POST GRADE 2:**

- Grade 12 or Standard 10
- Degree or Diploma in general nursing science and midwifery
- One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)
- Current registration with SANC (2024)
- A minimum of Fourteen (14) years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
- Plus 01 year post basic qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care (PHC).
- At least Ten (10) years of the period referred above must be appropriate / recognizable experience after obtaining One (1) year post basic qualification in Primary Health Care (PHC).
- Current and previous work experience written by supervisor
- Certificate of service endorsed and stamped by HR Office

**KNOWLEDGE, SKILLS AND COMPETENCIES:**

- Knowledge of all applicable legislation such as Nursing Act, Mental Act, OH&S Act, Batho Pele principles and patients rights charter, labour relations act, grievance procedures etc.
- Leadership, organizational, decision making and problem solving, conflict handling and counselling.
- Good listening and communication skills.
- Co-ordination and planning skills.
- Team building and supervisory.
- Good interpersonal relationship.
- Good insight of procedures and policies pertaining to nursing care.

**KEY PERFORMANCE AREAS:**

- Provide promotive, preventative, curative and rehabilitative services to the community.
- Ensure proper utilization and safekeeping of basic medical equipment.
- Assist in orientation and induction of staff.
- Provide direct and indirect supervision of all nursing staff.
- Implement Batho Pele principles.
- Execute duties and functions with proficiency and perform duties according to scope of practice.
- Implement infection control standards and practices to improve quality of nursing care.
- Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits.
- Ensure proper utilization of Human, material, and financial resources and keeping up to date records of resources.
- Be able to act as an Operational Manager in the absence of clinic manager at the facility.
- Assist in the management of resources.
- Plan and organize own work to ensure proper nursing care in the clinic.
- Conduct health education to community.
- Assist in data management.
- Ensure pharmaceutical management
- Assist in the management of mother and child programmes

**ENQUIRIES: Mr VH Zikhali (PHC) Tel: 035 476 6242/ Ext 1005**

**All applications should be forwarded to:**

The Human Resources Manager  
Mbongolwane Hospital  
Private Bag X 126  
Kwa-Pett  
3820

**OR**

**Hand Delivered to**

Mbongolwane Hospital  
Mbongolwane Reserve

**CLOSING DATE: 2024/10/25**

**OR E-mail to [MbongolwaneHospital.HRJobApplication@kznhealth.gov.za](mailto:MbongolwaneHospital.HRJobApplication@kznhealth.gov.za)**

**ATTENTION: ACTING HRM**

**POST** : **CLINICAL NURSE PRACTITIONER**  
**REFERENCE NO** : **MBO 12/2024**  
**CENTRE** : **OSUNGULWENI CLINIC**  
**NO OF POSTS** : **01**  
**SALARY NOTCH** : **GRADE 1: R451 533.00 – R530 376.00 PER ANNUM**  
: **GRADE 2: R553 545.00 – R686 211.00 PER ANNUM**  
**OTHER BENEFITS** : 13 cheque, housing allowance (employee must meet prescribed requirements),  
: Medical Aid (optional)

**MINIMUM REQUIREMENTS OF THE POST GRADE 1:**

- Grade 12 or Equivalent qualification,
- Degree or Diploma in general nursing science and midwifery
- One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)
- Current registration with SANC (2024)
- A minimum of 4 years appropriate or recognizable nursing experience as a general nurse.
- Plus 01 year post basic qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care (PHC).
- Current and previous work experience written by supervisor
- Certificate of service endorsed and stamped by HR Office

**MINIMUM REQUIREMENTS OF THE POST GRADE 2:**

- Grade 12 or Standard 10
- Degree or Diploma in general nursing science and midwifery
- One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)
- Current registration with SANC (2024)
- A minimum of Fourteen (14) years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
- Plus 01 year post basic qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care (PHC).
- At least Ten (10) years of the period referred above must be appropriate / recognizable experience after obtaining One (1) year post basic qualification in Primary Health Care (PHC).
- Current and previous work experience written by supervisor
- Certificate of service endorsed and stamped by HR Office

**KNOWLEDGE, SKILLS AND COMPETENCIES:**

- Knowledge of all applicable legislation such as Nursing Act, Mental Act, OH&S Act, Batho Pele principles and patients rights charter, labour relations act, grievance procedures etc.
- Leadership, organizational, decision making and problem solving, conflict handling and counselling.
- Good listening and communication skills.
- Co-ordination and planning skills.
- Team building and supervisory.
- Good interpersonal relationship.
- Good insight of procedures and policies pertaining to nursing care.

**KEY PERFORMANCE AREAS:**

- Provide promotive, preventative, curative and rehabilitative services to the community.
- Ensure proper utilization and safekeeping of basic medical equipment.
- Assist in orientation and induction of staff.
- Provide direct and indirect supervision of all nursing staff.
- Implement Batho Pele principles.
- Execute duties and functions with proficiency and perform duties according to scope of practice.
- Implement infection control standards and practices to improve quality of nursing care.
- Ensure proper implementation of National Core Standards, Ideal Clinic, Quality and Clinical Audits.
- Ensure proper utilization of Human, material, and financial resources and keeping up to date records of resources.

- Be able to act as an Operational Manager in the absence of clinic manager at the facility.
- Assist in the management of resources
- Plan and organize own work to ensure proper nursing care in the clinic.
- Conduct health education to community.
- Assist in data management.
- Ensure pharmaceutical management
- Assist in the management of mother and child programmes

**ENQUIRIES: Mr VH Zikhali (PHC) Tel: 035 476 6242/ Ext 1005**

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**CLOSING DATE: 2024/10/25**

OR E-mail to [MbongolwaneHospital.HRJobApplication@kznhealth.gov.za](mailto:MbongolwaneHospital.HRJobApplication@kznhealth.gov.za)

**ATTENTION: ACTING HRM**

**POST** : **PROFESSIONAL NURSE (HAST)**  
**INSTITUTION** : **MBONGOLWANE DISTRICT HOSPITAL**  
**NUMBER OF POST** : **01**  
**REFERENCE NO.** : **MBO 10/2024**  
**SALARY SCALE** : **GRADE 1: R307 473.00 – R362 187.00 PA**  
                          : **GRADE 2: R375 480.00 – R442 296.00 PA**  
                          : **GRADE 3: R451 533.00 – R578 826.00 PA**  
**COMPONENT** : **NURSING**  
**OTHER BENEFITS** : **Home Owner Allowance (prescribed requirements to be met), 13<sup>th</sup>**  
                          : **Cheque**  
                          : **Rural Allowance, 08% and medical aid (optional)**

**MINIMUM REQUIREMENTS FOR POST:**

- Grade 12 certificate OR Equivalent.
- Diploma/ Degree in General Nursing and Midwifery
- Proof of current registration with SANC as a General Nurse (2024)
- Proof of current and previous experience endorsed and stamped by Human Resource (service certificate) must be attached
- **GRADE 1:** No experience required.
- **GRADE 2:** A minimum of 10 years appropriate/recognize experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
- **GRADE 3:** A minimum of 14 years appropriate/recognize experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.

**KNOWLEDGE, SKILLS AND COMPETENCIES:**

- Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal frameworks
- Nursing statutes and relevant legal framework
- Good communication skills
- Facilitation and coordination skills
- Networking and problem solving skills
- Information Management

- Ability to formulate patient care related policies

**KEY PERFORMANCE AREAS:**

- Provide comprehensive quality nursing care to patients/clients in a cost-effective and efficient manner.
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- Demonstrate compliance with Nursing Act and SANC regulations
- Able to plan and organize own work and that of support personnel to ensure proper Nursing Care
- Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho Pele and patients' rights charter)
- Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required
- Ensure compliance with all National, Provincial and professional prescripts/ legislation in the units
- Participate in the analysis and formulation of nursing policies and procedures
- Provide a safe therapeutic and hygiene environment
- Work effectively and amicably with other employees/patients of diverse intellectual, cultural, racial or religious differences
- Demonstrate understanding of Human Resource and Financial Management policies and procedures
- Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records
- Implement plan of action in emergency situations according to protocols and guidelines
- Conduct audits and implement quality improvement programme
- Exercise control over discipline grievances and Labour Relation issue according to the laid down
- Assist in preparation of ICRM and OHSC to maintain status and compliance
- Ensure data collection, verification and submission according to Data management policies and guidelines
- Ensure implementation of 95 95 95 target and monitoring of Hast indicators

**ENQUIRIES: Mr NM Mhlongo (AMN Medical and Surgical) Tel: 035 476 6242/ Ext 1011**

**All applications should be forwarded to:**

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**ATTENTION: ACTING HUMAN RESOURCE MANAGER**

**NB: PLEASE NOTE THAT LOCAL CANDIDATES WILL BE FIRST PREFERENCE.**

**CLOSING DATE: 2024.10.25**