



**KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE: NORTHDALÉ HOSPITAL**

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**HUMAN RESOURCE DEPARTMENT**

Vacancy Circular NDH01/2024

**Enquiries: N.R Madlala**

**Date: 15 January 2024**

**TO HEADS OF ALL INSTITUTIONS**

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

**Direction to candidates**

1. The following documents must be submitted:

(a) The most recent Z83 application form for employment which is obtainable at any Government Department or the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za), The Z83 form must be Completed in full.

(b) Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience should be clearly indicated on the CV.

(c) Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only.

(d) Applications must be submitted **on or before the closing date**.

**NB: HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview.**

2. The reference number must be indicated in the column provided on the Form Z83 e.g. Reference Number. NDH 24/2022

(b) **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, and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC)**

3. Further, respective successful candidates will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor.

4. Please note that due to the large number of applications anticipated to receive, communication will only be entered into with candidates that have been short-listed. If you have not heard from us three months after the closing date, please consider your application as being unsuccessful. **People with disabilities are encouraged to apply** and the target group in terms of employment equity target for this advertised post is an **African Male**.

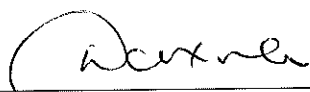
5. The Department Reserves the right to or not to make appointment(s) to the advertised post/s.

6. Non-South African citizen applicants must provide valid work permits.

(Due to financial constraints, No S&T claims will be compensated to shortlisted candidates)

**APPLICATIONS MUST BE FORWARDED TO: ATTENTION HUMAN  
RESOURCE DEPARTMENT  
Human Resources Department  
Northdale Hospital  
Private Bag X9006  
Pietermaritzburg  
3201**

**CLOSING DATE: 2024/02/09**



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**MS. N XULU  
CHIEF EXECUTIVE OFFICER  
NORTHDALE HOSPITAL**

## ADVERTISEMENT OF POST

POST : PHARMACIST  
CENTRE : NORTHDALÉ HOSPITAL  
NO OF POSTS : 02  
REFERENCE : NDH 02/2024  
SALARY : GRADE 1 R 768 489.00 – R 814 437.00 per annum  
GRADE 2 R 830 751 – R 880 521.00 per annum  
GRADE 3 R 906 540.00 – 961 614.00 per annum  
Benefits : 13th cheque  
Medical aid and housing allowance (optional and provided the incumbent meets the requirements)

### MINIMUM REQUIREMENTS FOR THE POST :

#### Grade 1

- No experience required
- Certified copy of grade 12 certificate or equivalent.
- Certified copy of degree in pharmacy.
- Certified copy of Registration certificate with SAPC as a Pharmacist.
- **Proof of current registration with SAPC 2024**
- Non South African citizen applicants, need to have a valid work permit in compliance with HR circular 49 of 2008 obtainable from any government department
- **NB: Proof of experience endorsed and stamped by human resource department( service certificate)**
- **Locum Pharmacist: certified copies of letters of service stating relevant experience as a pharmacist.**
- **Locum experience must indicate – full time or number of hours and actual dates must be specified.**

#### Grade 2

- Matric certificate or equivalent
- 5 years' experience after registration with SAPC as a Pharmacist.
- Certified copy of grade 12 certificate or equivalent.
- Certified copy of degree in pharmacy.
- Certified copy of Registration certificate with SAPC as a Pharmacist.
- **Proof of current registration with SAPC 2024**
- Non South African citizen applicants, need to have a valid work permit in compliance with HR circular 49 of 2008 obtainable from any government department
- **NB: Proof of experience endorsed and stamped by human resource department( service certificate)**
- **Locum Pharmacist: certified copies of letters of service stating relevant experience as a pharmacist.**
- **Locum experience must indicate – full time or number of hours and actual dates must be specified.**

### Grade 3

- 13 years' experience after registration with SAPC as a Pharmacist.
- Certified copy of grade 12 certificate or equivalent.
- Certified copy of degree in pharmacy.
- Certified copy of Registration certificate with SAPC as a Pharmacist.
- **Proof of current registration with SAPC 2024**
- Non South African citizen applicants, need to have a valid work permit in compliance with HR circular 49 of 2008 obtainable from any government department
- **NB: Proof of experience endorsed and stamped by human resource department( service certificate)**
- **Locum Pharmacist: certified copies of letters of service stating relevant experience as a pharmacist.**
- **Locum experience must indicate – full time or number of hours and actual dates must be specified.**

**NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management.**

### RECOMMENDATIONS

A valid code 08 driver's licence.

Ability to use Rx Solutions dispensing and stock control modules.

### KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of Pharmaceutical services policies, approaches and procedures.
- Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice, District Health System, Essential Drug List, Norms & Standards and the National Drug Policy.
- Knowledge of financial management.
- Knowledge of and / or experience in the outpatient, inpatient service and Pharmacy store.
- Knowledge of the principles of drug therapy and the functions and operations of a Drug and Therapeutics Committee.
- Excellent communication and computer skills, project and time management skills.
- Commitment to service excellence, good supervisory, analytical & team building skills.
- Ability to manage conflict & apply disciplinary procedures.
- Knowledge of Policies and procedures pertaining to stock control.
- Good team building, problem solving and leadership skills

### KEY PERFORMANCE AREAS

- Provide a comprehensive pharmaceutical service to patients, wards and departments as per the GPP and scope of practice of a Pharmacist.
- Evaluation of the patient medicine related needs by determining the indication, safety and effectiveness of the prescribed therapy.

- Prepare, compound, prepack / repack, label and dispense all patient prescriptions (Outpatients and TTO's), ward / department stock issues.
- Furnishing of information and advice to any person with regards to safe and effective use of medicines
- Provide comprehensive patient counselling and liaise with clinicians to ensure best therapeutic outcomes
- Determining adherence to therapy and provide necessary follow up to ensure best therapeutic outcomes.
- Promote rational use of medicines
- Supply of schedule 5 and 6 medicines including the recording and balancing of the schedule 5 and 6 registers.
- Stock management (ordering, receipt, issue, control, maintaining stock levels, record-keeping and storage of pharmaceuticals and non-pharmaceuticals).
- Review and update of section and ward order requisition sheets, stock levels, obsolete, low demand, new formulary medicines, repeatedly requisitioned medicines, out of stock medicines.
- Monitor supplier performance and report stock outs
- Implement measures to minimize pharmaceutical waste
- Waste Management, Occupational Health and Safety compliance, Infection Prevention and Control
- Medicine Utilization Reviews and Prescription Audits
- Deputize for the Pharmacy supervisor when required.
- Develop and review departmental policies and standard operating procedures (SOP).
- Supervise and train staff in accordance with departmental policies and SOPs.
- Co-ordination of activities / participation in the Pharmacy Therapeutics Committee, Anti-Microbial Stewardship committee, Risk Management Committee, Waste Disposal.
- Take part in activities and organisation of the Pharmacy month.
- Ensure necessary ordering procedures are in place for wards, departments and PHC facilities to ensure appropriate usage of medicine.
- Perform ward rounds, and ward checks.
- Ensure security of pharmaceutical stock is maintained at all times.
- Evaluate and manage staff performance within your area, comply with the performance management and development system.
- Participate in Continuous Professional Development, in-service training, and register as a tutor for the purposes of training Pharmacist Assistants and Pharmacist interns.
- Collection and recording of statistics and information. Compilation of reports.
- Participate in Quality Improvement Programmes.
- Perform audits and surveys.
- Perform monthly PHC supervisory support visits.
- Participate in marketing of the CCMD program activities.
- Perform overtime, and standby duty.

**CLOSING DATE: 09 February 2024**

**ENQUIRIES: Mr LS Mbatha – Pharmacy Manager**

**TEL: 033 397 6506**

GROWING KWAZULU-NATAL TOGETHER

## ADVERTISEMENT OF POST

<b>POST</b>	<b>: OCCUPATIONAL THERAPIST: GRADE 1 – 3</b>
<b>CENTRE</b>	<b>: NORTHDALÉ HOSPITAL</b>
<b>NO OF POSTS</b>	<b>: 01</b>
<b>REFERENCE</b>	<b>: NDH 03/2024</b>
<b>SALARY</b>	<b>: GRADE 1 R 359 622.00 – R 408 201.00 per annum</b> <b>GRADE 2 R 420 015.00 – R 477 771.00 per annum</b> <b>GRADE 3 R 491 676.00 – R595 251.00 per annum</b>
<b>Benefits</b>	<b>: 13th cheque Medical aid and housing allowance (optional and provided the Incumbent meets the requirements)</b>

### MINIMUM REQUIREMENTS FOR THE POST :

#### Grade 1

- No experience required
- Appropriate qualification as an Occupational Therapist
- **PLUS** current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist
- Occupational Therapist **PLUS** experience with working with neurological impaired paediatric patients
- **PLUS** driver's license.

#### Grade 2

- A Minimum of 10 years appropriate experience in Occupational Therapist after registration with the Health Professions Council of South Africa (**HPCSA**)
- Appropriate qualification as an Occupational Therapist
- **PLUS** current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist
- Occupational Therapist **PLUS** experience with working with neurological impaired paediatric patients
- **PLUS** driver's license.

#### Grade 3

- A Minimum of 20 years appropriate experience in Occupational Therapist after registration with the Health Professions Council of South Africa (**HPCSA**).
- Appropriate qualification as an Occupational Therapist
- **PLUS** current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist
- Occupational Therapist **PLUS** experience with working with neurological impaired paediatric patients
- **PLUS** driver's license.

**NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management.**

### KNOWLEDGE, SKILLS AND COMPETENCIES

- Sound knowledge and skill in OT paediatric and general diagnostic and therapeutic procedures.
- Skill and knowledge in the use of OT equipment and assistive devices.
- Knowledge of departmental administrative tasks.

- Knowledge of ethical code and scope of practice.
- Ability to problem- solve, and apply analytical processes to patient care.
- Supervisory skill for junior staff and students.

### **KEY PERFORMANCE AREAS**

- **Provision of effective and comprehensive assessment and treatment for paediatrics and general occupational therapy services to all patients.**
- Assessment and Treatment of patients in the Occupational Therapy Department
- Manufacturing of splints and assistive devices when required
- Wheelchair/Buggy Seating
- Outreach to Community Clinics Monthly and conduct home visits as needed
- Participate in Paeds Clinic on a weekly basis
- Participation in Multidisciplinary Case Discussions
- Assessment, treatment and report writing for Medico Legal Cases
- Conduct herself with Patients in a professional manner in order to minimize complaints by patients
- **To complete Administrative Responsibilities**
- Participate in IPC, Clinical Audit and waiting time surveys
- Statistics, Complete personal statistics daily and submit on the first day of each month
- Minute taking at Departmental Meetings one quarter per year
- Compilation of waiting time survey one quarter per year
- Clinical File Audits one quarter per month
- Compile departmental statistics on a rotational basis, one quarter per year
- Representing Department at meetings as delegated by Chief OT
- To participate in Quality Improvement Projects.
- **To assist with resource management in the occupational therapy department**
- Correct Documentation of Assistive Devices and Mobility Devices Issued to patients
- Assist with the development of resources for the department
- Quarterly stock take of wheelchairs spares
- Monthly stock take on the Assistive Devices and splinting consumables
- Monthly stock take of wheelchairs
- Monitor stock levels monthly of surgical and stationery stock and report to ordering staff member
- **To assist with the management of staff performance and skill development of staff**
- Participate in In-service Training Monthly including preparing and presenting topics
- Maintain record of own CPD Training report to supervisor quarterly
- Review own PDP half yearly/and submit to supervisor
- Attend training on Batho Pele
- Regular feedback sessions with direct supervisor (monthly)

**CLOSING DATE: 09 February 2024**

**ENQUIRIES: Dr L Meneses-Turino – Acting Medical Manager**

**TEL: 033 397 6512**

## ADVERTISEMENT OF POST

**POST** : **PROFESSIONAL NURSE WITH MIDWIFERY (GENERAL STREAM)**  
**CENTRE** : **NORTHDALÉ HOSPITAL**  
**NO OF POSTS** : **04**  
**REFERENCE** : **NDH 01/2024**  
**SALARY** : **GRADE 1 R 293 670.00 – R 337 860.00 per annum**  
              : **GRADE 2 R 358 626.00 – R 409 275.00 per annum**  
              : **GRADE 3 R 431 265.00 – R543 969.00 per annum**  
**Benefits** : 13th cheque  
              : Medical aid and housing allowance (optional and provided the incumbent meets the requirements)

### MINIMUM REQUIREMENTS FOR THE POST

- Grade 12 Certificate
- Diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse.
- Current registration with SANC as a Professional Nurse

**NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management.**

### RECOMMENDATION

- Computer literacy
- Driver's license

### KNOWLEDGE, SKILLS AND COMPETENCIES

- Demonstrate an in depth understanding of Nursing Legislation and related legal and ethical nursing practices and how this impacts on service delivery.
- Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards.
- Promote quality of Nursing Care as directed by the professional scope of practice and standard determined by the relevant health facility.
- Demonstrate a basic understanding of HR and financial policies and practices
- Strong interpersonal communication and presentation skills
- Knowledge of total quality management (TQM)
- Knowledge of national quality provincial quality initiatives (Human Right, Batho Pele principles and patients right charter

### KEY PERFORMANCE AREAS

- Work as Multidisciplinary team to ensure good nursing care by the Nursing Team.
- Provision of optimal, holistic specialized nursing care with set standards and within a Professional/legal framework.



- Must be able to handle emergencies and high risk conditions
- To execute duties and functions with proficiency within prescript of applicable legislation
- Provision of quality patient care through setting of standards, policies and procedures
- To participate in quality improvement programs and clinical audits
- Provide a safe, therapeutic environment as laid down by the Nursing Act
- Maintain accurate and complete records according to legal requirement
- Manage and supervise effective utilization of all resources e.g. Human, Financial, Materials.
- Implementation and management of infection control and prevention protocols
- Provision of support to Nursing Services
- Maintain Professional growth/ethical standards and self-development
- Participate in the analysis, formulation and implementation of policies, practices and procedures.
- Ensure that a Healthy and Safety environment is maintained.
- Monitor and Control the quality of patient care.
- Perform quality improvement audits and survey monthly and report to senior Management.
- Monitor and evaluate delivery of quality care at the Hospital
- Ensure implementation of national and provincial initiatives (Patients' Rights Charter, Batho Pele programmes etc.
- Monitor and evaluate compliance to the national and provincial quality programmes e.g. norms and standards for the district hospital package of care
- Provide advice on various aspects of quality care to the institution

**CLOSING DATE: 09 February 2024**

**ENQUIRIES: Mr CZ Biyela – Deputy Nursing Manager**

**TEL: 033 397 9010**