



**Vacancy Circular NDH04/2024**

**Enquiries: Mrs N.R Madlala**

**Date: 07 October 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: 2024/11/08**



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**MS. NXULU  
CHIEF EXECUTIVE OFFICER  
NORTHDALE HOSPITAL**

## ADVERTISEMENT OF POST

**POST** : PROFESSIONAL NURSE (SPECIALTY) EMERGENCY & TRAUMA  
**CENTRE** : NORTHDALÉ HOSPITAL  
**NO OF POSTS** : 2  
**REFERENCE** : NDH 08/2024  
**SALARY** : GRADE 1: R 451 533.00 – R 530 376.00 Per annum  
              : GRADE 2: R 553 545.00 – R 686 211.00 Per annum  
**Benefits** : 13th cheque, Medical aid and housing allowance (optional and provided the Incumbent meets the requirements)

### MINIMUM REQUIREMENTS FOR THE POST

- Senior Certificate Grade 12 or equivalent
- Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing
- Current SANC Receipt 2024
- A post basic qualification in Emergency and Trauma Nursing Science/Critical Care Nursing Science with duration of at least 1 year, accredited with the SANC
- A minimum of 4 years' experience in Nursing after registration 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

- Strong interpersonal, communication and presentation skills.
- Ability to make independent decisions, problem solving and conflict resolution.
- 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.
- Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework.
- Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.

## **KEY PERFORMANCE AREAS**

- Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution.
- Develop/establish and maintain constructive working relationship with nursing and other stakeholders.
- Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Office of health standard compliance (OHSC), Occupational Health and Safety Act and all other applicable prescripts.
- Manage and supervise effective utilization of all the resources e.g. human, financial material.
- Manage/prevention and control of infection in the Unit.
- Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele.
- Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required.
- Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures.
- Participate in staff development using EPMS System and other work related programmes and training.
- Support and mentor other categories of staff and student Nurses.
- Exercise control over discipline, grievance and all Labour Relations issues.
- Actively participate in resuscitation activities in the unit.
- Must be able to handle medical, surgical and trauma emergencies and high risk condition
- Collect, verify and submit data to FIO timeously
- Deputise in the absence of the Operational Manager

**CLOSING DATE: 08 November 2024**

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

**TEL: (033) 3879010**

## ADVERTISEMENT OF POST

**POST** : PROFESSIONAL NURSE (SPECIALTY) – OPERATING THEATRE AND  
CSSD  
**CENTRE** : NORTHDALÉ HOSPITAL  
**NO OF POSTS** : 2  
**REFERENCE** : NDH 09/2024  
**SALARY** : GRADE 1: R 451 533.00 – R 530 376.00 Per annum  
GRADE 2: R 553 545.00 – R 686 211.00 Per annum  
**Benefits** : 13th cheque, Medical aid and housing allowance (optional and provided the  
Incumbent meets the requirements)

### MINIMUM REQUIREMENTS FOR THE POST

- Senior Certificate Grade 12 or equivalent
- Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing council.
- One-year diploma in Midwifery
- One year post basic qualification in Operating Theatre Nursing Science
- Current SANC Receipt 2024
- A minimum of 4 years' experience in Nursing after registration as a Professional Nurse.
- Successful candidate will have to spend minimum one year in service.

**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

- Strong interpersonal, communication and presentation skills.
- Ability to make independent decisions, problem solving and conflict resolution.
- 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.
- Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework.
- Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.

## **KEY PERFORMANCE AREAS**

- Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution.
- Develop/establish and maintain constructive working relationship with nursing and other stakeholders.
- Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Office of health standard compliance (OHSC), Occupational Health and Safety Act and all other applicable prescripts.
- Manage and supervise effective utilization of all the resources e.g. human, financial material.
- Manage/prevention and control of infection in the Unit.
- Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele.
- Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required.
- Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures.
- Participate in staff development using EPMDS System and other work related programmes and training.
- Support and mentor other categories of staff and student Nurses.
- Exercise control over discipline, grievance and all Labour Relations issues.
- Actively participate in resuscitation activities in the unit.
- Must be able to handle medical, surgical and trauma emergencies and high risk condition
- Collect, verify and submit data to FIO timeously
- Deputise in the absence of the Operational Manager

**CLOSING DATE: 08 November 2024**

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

**TEL: (033) 3879010**

## ADVERTISEMENT OF POST

**POST** : PROFESSIONAL NURSE (SPECIALTY) – ORTHOPAEDICS  
**CENTRE** : NORTHDALÉ HOSPITAL  
**NO OF POSTS** : 1  
**REFERENCE** : NDH 10/2024  
**SALARY** : GRADE 1: R 451 533.00 – R 530 376.00 Per annum  
GRADE 2: R 553 545.00 – R 686 211.00 Per annum  
**Benefits** : 13th cheque, Medical aid and housing allowance (optional and provided the Incumbent meets the requirements)

### MINIMUM REQUIREMENTS FOR THE POST

- Senior Certificate Grade 12 or equivalent
- Diploma /Degree in General nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse Plus a Post Basic qualification in orthopaedics nursing with a duration of at least one year accredited with SANC.
- One-year diploma in Midwifery
- A minimum of 4 years' experience in Nursing after registration as a Professional Nurse with the SANC in general nursing.
- Current registration with the SANC as a general Nurse and relevant speciality (2024 receipt)

**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

- Sound Clinical knowledge and experience of procedures and protocols in Orthopaedics
- Cross cultural awareness. Sound teaching & supervisory abilities and the ability to supervise and teach junior staff.
- The ability to function in a multi-disciplinary team.
- Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence
- Knowledge of SANC rules and regulation and other relevant public service legislation, prescripts and policies.
- Problem solving skills, knowledge of Batho Pele and patient charter principles

## **KEY PERFORMANCE AREAS**

- Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution.
- Develop/establish and maintain constructive working relationship with nursing and other stakeholders.
- Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Office of health standard compliance (OHSC), Occupational Health and Safety Act and all other applicable prescripts.
- Manage and supervise effective utilization of all the resources e.g. human, financial material.
- Manage/prevention and control of infection in the Unit.
- Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele.
- Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required.
- Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures.
- Participate in staff development using EPMS System and other work related programmes and training.
- Exercise control over discipline, grievance and all Labour Relations issues.
- Actively participate in resuscitation activities in the unit.
- Must be able to handle surgical and trauma emergencies and high risk conditions
- Collect, verify and submit data to FIO timeously
- Deputise in the absence of the Operational Manager
- Identification of Patient Safety Incidents and management thereof.
- Assist in the drawing up of Quality Improvement Plans and the monitoring thereof.
- To coordinate orthopaedics patients care activities, assess needs and prevent orthopaedics complications

**CLOSING DATE: 08 November 2024**

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

**TEL: (033) 3879010**