



Date: 30/08/2024

VACANCY IN THE DEPARTMENT OF HEALTH (OSINDISWENI DISTRICT HOSPITAL)

VACANCY CIRCULAR OSI 01/2024

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:

- The following documents must be submitted:
 - A detailed **New (Z83)** Employment Form for all application(s) which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za
 - A comprehensive CV (with detailed experience).
 - Applicants are no longer required to submit any certified copies qualifications or other relevant documents on application, **ONLY** shortlisted candidates will be requested to submit certified copies of qualifications, proof of registration and other relevant documents to HR on or before the day of interview.
 - Faxed and emailed applications will **NOT** be accepted.
- The reference number must be indicated in the column provided on the form Z83 e.g. OSI 01/2024
- It is the applicant's responsibility to have the 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.**

NB: Failure to comply with the above instructions will disqualify applicants.

- Please note that due to large number of applications received, applications will not be acknowledged. If you are not contacted by us after two months after the closing date, please regard your application as being unsuccessful. However, every shortlisted applicant will be advised of the outcome of their application in due course.
- People with disabilities should feel free to apply for these posts.
- Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening
- The department reserves the right the not to fill the post(s)

NB: DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S & T TO CANDIDATES ATTENDING THE INTERVIEWS.

(THIS DEPARTMENT IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER, WHOSE AIM IS TO PROMOTE REPRESENTIVITY IN ALL LEVEL OF ALL OCCUPATION CATEGORIES IN THE DEPARTMENT)

ALL APPLICATIONS SHOULD BE FORWARDED TO:
THE CHIEF EXECUTIVE OFFICER
OSINDISWENI HOSPITAL
PRIVATE BAG X 15
VERULAM, 4320

OR HAND DELIVER APPLICATIONS TO: HUMAN RESOURCES OFFICE
OSINDISWENI HOSPITAL
OAFORD ROAD
VERULAM, 4320



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

[Attention: ASSISTANT DIRECTOR: HRMS]

CLOSING DATE FOR APPLICATIONS: 20 SEPTEMBER 2024

ORIGINAL SIGNED AVAILABLE ON REQUEST

30/08/ 2024

MR JN SHABANE
CHIEF EXECUTIVE OFFICER

DATE



POST : ASSISTANT MANAGER NURSING (MONITORING & EVALUATION)

INSTITUTION : OSINDISWENI DISTRICT HOSPITAL

NO.OF POST/S : 01 (One)

REFERENCE : OSI AMN 9/2024

SALARY NOTCH : R656 964.00 – R771 309.00 per annum

OTHER BENEFITS: 13th Cheque / service bonus, PLUS 8% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

MINIMUM REQUIREMENTS FOR THE POST

- Grade 12 certificate or equivalent. Diploma / Degree in General nursing with midwifery.
- Registration Certificates from South African Nursing Council as Professional Nurse with Midwifery.
- Proof of current registration with South African Nursing Council as a General Nurse with Midwifery (SANC Receipt for 2024).
- A minimum of 8 years appropriate or recognizable experience in Nursing after registration as a Professional Nurse.
- At least minimum of 3-5 years supervisory experience in planning, monitoring and evaluation in health care environment.
- Computer literacy (Ms Office: word, Outlook, PowerPoint and Excel)
- **Current and previous experience endorsed and stamped by Human Resource (Employment History).**
- **Applicants to submit certified copies/attachment/proof/certificates/ID/Driver's License/qualifications only when shortlisted**

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Leadership, management, planning, organizing and co-ordination skills. Knowledge of Acts, prescripts, policies and procedures governing health care service delivery especially medical and surgical.
- Sound understanding of relevant legislation, Acts, policies, Procedures and delegation pertaining to Pharmacy including Essential Drug List (EDL) and standard Treatment Guidelines (STD) and District Health Systems.
- Knowledge of EPMDS, National Core Standards, IHRM and OHSC.
- Knowledge of HR and Financial policies and practices such as: Skills Development Act, Public Service Regulations, Labour Relations Act and PFMA.
- Good communication, interpersonal, negotiation, decision-making, problem solving, conflict management, facilitation, counselling, teaching, mentorship and supervisory, analytic, change management skills.
- Information and data management skills

KEY PERFORMANCE AREAS

- Develop processes to ensure user friendly and measurable performance indicators are timeously defined for the assessment of institutional performance against stated strategic/service transformation objectives as well as policy and programme interventions aimed at improving the health status of the population.
- Develop policies for the institution and monitor implementation.
- Monitor implementation of all the plans of the institution and ensure process reports are submitted timeously.
- Administer and facilitate the implementation of an integrated Monitoring and Evaluation Framework and System fully aligned to national, provincial, district and departmental performance reporting requirements improvements plans.
- Ensure that there is provision of optimal, specialized nursing care with set standards and target within a professional/legal framework.
- Consult and collaborate with multi-disciplinary health teams, organisations and special interest groups.
- Participate in and represent the facility, District & Sub district at various forums.
- Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery.



- Maintain the quality of data and information in documentary and electronic systems.
- Evaluate the content of minimum program data set and utilize it to compare interventions and outcomes.
- Analyze and interpret programme information to evaluate the quality and cost effective health care delivery

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OAFORD ROAD
VERULAM, 4320**

**Enquiries: Mr J.N. Shabane (Chief Executive Officer)
Contact details: 032 541 9201
Closing Date: 20 September 2024**



POST : PROFESSIONAL NURSE SPECIALTY (TRAUMA & EMERGENCY) GR 1,2
INSTITUTION : OSINDISWENI DISTRICT HOSPITAL
NO.OF POST/S : ONE (1)
REFERENCE : OSI PN 10/2024
SALARY NOTCH : GRADE 1: R 451 533.00 – R 530 376.00 PER ANNUM
GRADE 2: R 553 545.00 – R686 211.00 PER ANNUM
OTHER BENEFITS : 13th cheque/service bonus, 8 % Rural allowance plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

MINIMUM REQUIREMENTS

- Senior certificate / Grade 12 certificate or equivalent.
- Basic R425 Degree/Diploma in General Nursing and Midwife.
- Post basic Diploma in Medical and Surgical Nursing Science (Emergency Nursing)
- **Current and previous experience endorsed and stamped by Human Resource (Employment History).**
- **Applicants to submit certified copies/attachment/proof/certificates/ID/qualifications only when shortlisted.**

Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC.

Grade 2: Minimum of (14) years appropriate recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in the trauma & emergency specialty after obtaining one (1) year post basic qualification in the relevant specialty.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:

- Demonstrate an in depth understanding of nursing and related legal and ethical nursing practices.
- . Possess communication skills for dealing for dealing with patient with patients, supervisors and other member of the multidisciplinary team including the writing of reports when required.
- Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele).
- Demonstrate basic computer literacy as a support tool to enhance service delivery.
- Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit.
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KEY PERFORMANCE AREAS:

- Assist in planning/organizing and monitoring of the specialized unit in consultation with subordinates.
- Provide a therapeutic environment for staff, patients and public.
- Provide comprehensive, quality nursing care as a member of the multidisciplinary team according to the identified need of the patient, based on scientific principles.
- Delegate duties and support staff in the execution of patient care delivery.
- Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance.
- Ensure continuity of patient care on all level e.g. workbook, handover rounds.
- Liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meeting with nursing supervision and subordinates.
- Assist in allocation list day and night rosters and input for leave.
- Do readjustment as required on the shift to provide adequate nursing cover.
- Executive disciplinary code and grievance procedure executed up to certain level then referred to the nursing manager.
- Implement employer assistance plan.
- Assist in evaluation of staff on work performance according to staff management system.
- Assist in record keeping and providing statistical information on training and staff as requested agency staff.



- Monitoring financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders.
- Check all equipment to ensure working order and refer for repairs.
- Assess the suitability of equipment and consumables for specialized areas.
- Give budget input regarding consumables and equipment budget for financial year.
- Exercise the control function to meet medical/legal obligation i.e. weekly budget, drug control, control of medication used.
- Assist in orientation and mentoring of all nursing staff and orientation to the other staff.
- Assist in planning coordination of training and promote learning opportunities for all nursing categories
- Complete patient related data and partake in research

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Closing Date: 20 September 2024

Enquiries: Mrs L.C. Mtshali (Deputy Manager Nursing) Tel: 032 541 9202



POST : CLINICAL NURSE PRACTITIONER (GATEWAY CLINIC)
INSTITUTION : OSINDISWENI DISTRICT HOSPITAL
NO.OF POST/S : ONE (1)
REFERENCE : OSI CNP 11/2024
SALARY NOTCH : GRADE 1: R 451 533.00 – R 530 376.00 PER ANNUM
GRADE 2: R 553 545.00 – R686 211.00 PER ANNUM
OTHER BENEFITS : 13th cheque/service bonus, 8 % Rural allowance plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

MINIMUM REQUIREMENTS

Grade 1:

- Grade 12 certificate or equivalent. Diploma / Degree in General nursing and midwifery plus 1 year post basic qualification in Primary Health Care.
- Registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse.
- Computer literacy: MS Office. Valid driver's licence
- **Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached.**
- **Applicants to submit certified copies/attachment/proof/certificates/ID/qualifications only when shortlisted**

Grade 2:

- Grade 12 certificate or equivalent. Diploma / Degree in General nursing and midwifery plus 1 year post basic qualification in Primary Health Care.
- Registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse.
- Computer literacy: MS Office. Valid driver's licence
- A minimum of 14 year's actual service and/or appropriate/ recognizable post registration experience in General Nursing of which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care.
- **Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached.**
- **Applicants to submit certified copies/attachment/proof/certificates/ID/qualifications only when shortlisted**

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:

- Knowledge of nursing care processes and procedures
- Nursing Act
- Problem solving and decision making
- Report writing skills
- Health promotion and team building
- Good communication skills, public speaking, listening and summarizing
- Good interpersonal skills

KEY PERFORMANCE AREAS:

- Work as Multidisciplinary team to ensure good nursing care by the Nursing team.
- Provision of optimal, holistic specialised nursing care with set standards and within a Professional/legal framework.
- Must be able to handle obstetric and paediatric emergencies and high risk conditions.
- To execute duties and functions with proficiency within prescript of applicable legislation.
- Provide a safe, therapeutic environment as laid down by the Nursing Act
- Participate in quality improvement programs and clinical audits
- Maintain accurate and complete records according to legal requirement
- Manage and supervise effective utilization of all resources e.g. Human, Financial and Material etc.
- Implementation and management of infection control and prevention protocols.
- Ensure the implementation of saving mothers, saving babies recommendation.
- Provision of support of 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 surveys.
- Provide advice on various aspects of quality care to the institution

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Closing Date: 20 September 2024

Enquiries: Mrs L.C. Mtshali (Deputy Manager Nursing) Tel: 032 541 9202



POST : DIAGNOSTIC RADIOGRAPHER (GRADE 1,2,3)
INSTITUTION : OSINDISWENI DISTRICT HOSPITAL
NO.OF POST/S : ONE (1)
REFERENCE : OSI RAD 12/2024
SALARY NOTCH : GRADE 1: R 376 524.00 – R 430 512.00 PER ANNUM
GRADE 2: R 439 755.00 – R 501 630.00 PER ANNUM
GRADE3: R514 785.00 – R623 229.00 PER ANNUM
OTHER BENEFITS : 13th cheque/service bonus, 12 % Rural allowance plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

MINIMUM REQUIREMENTS

- Senior certificate / Grade 12 certificate or equivalent.
- Diploma / Degree in Diagnostic Radiography. Registration certificate with the Health Professions Council of South Africa as an independent practitioner.
- Current annual registration practice/card (2024) with HPCSA.
- **Current and previous experience endorsed and stamped by Human Resource (Employment History).**
- **Applicants to submit certified copies/attachment/proof/certificates/ID/qualifications only when shortlisted**

Grade 1: No experience required after registration with the HPCSA Council in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One (1) year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom to perform community service, as required in South Africa.

Grade 2: Minimum of (10) years appropriate recognizable experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of 11 Years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa

Grade 3: Minimum of 20 years recognizable experience after registration as a Radiographer with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of 21 Years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:

- Sound knowledge of Diagnostic procedures and equipment.
- Sound knowledge of radiation control regulations, safety measures and policies.
- Sound knowledge of Diagnostic Radiography practice and ethos.
- Good communication, problem solving and interpersonal skills.
- Ability to work under stressful conditions and maintain meaningful relationship with all stakeholders.

KEY PERFORMANCE AREAS:

- To provide a high quality Diagnostic Radiography services observing safe radiation protection standards.
- Provide radiation protection to patients, staff and the public.
- Execute clinical procedures completely to prevent complications.
- Provide and participate in a 24 hour radiography services, night duty, week-ends and public holidays.
- Inspect and utilize radiographic equipment professionally to ensure they comply with safety standards.
- Promote good health practices and ensure optimal care patients.
- Give factual information to patients and clients on radiography.



- Assist junior personnel on Radiography related matters.
- Participate in implementation of National Core Standards, Quality Assurance and Quality Improvement programmes, in-service training and ideal Hospital Maintenance Framework.
- Promote Batho Pele Principles in the execution of duties for effective service delivery and observe patients right charter.

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Closing Date: 20 September 2024

Enquiries: Mrs T.T. Mnyandu (Assistant Director: Radiography)

Tel: 032 541 9202



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