



Date: 05/09/2024

## VACANCY IN THE DEPARTMENT OF HEALTH (OSINDISWENI DISTRICT HOSPITAL)

### VACANCY CIRCULAR OSI 02/2024

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:

1. The following documents must be submitted:
  - (a) 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](http://www.kznhealth.gov.za)
  - (b) A comprehensive CV (with detailed experience).
  - (c) 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.
  - (d) Faxed and emailed applications will **NOT** be accepted.
2. The reference number must be indicated in the column provided on the form Z83 e.g. OSI 01/2024
3. **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.**

4. 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.
5. People with disabilities should feel free to apply for these posts.
6. 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
7. 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: 30 SEPTEMBER 2024**

**05/09/ 2024**

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**MR JN SHABANE**  
**CHIEF EXECUTIVE OFFICER**

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**DATE**



**POST : PROFESSIONAL NURSE SPECIALITY (OPERATING THEATRE)**  
**INSTITUTION : OSINDISWENI DISTRICT HOSPITAL**  
**NO.OF POST/S : 01 (One)**  
**REFERENCE : OSI PNOT 13/2024**  
**SALARY NOTCH : GRADE 1: R451 533.00 – R 530 376.00 per annum**  
**GRADE 2: R 553 545.00 – R 686 211.00 per annum**  
**OTHER BENEFITS: 13<sup>th</sup> Cheque / service bonus, PLUS 8% Rural allowance, Home owners Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)**

### **MINIMUM REQUIREMENTS FOR THE POST**

- Senior certificate / Grade 12 certificate or equivalent
- Diploma / Degree in General nursing and Operating Theatre Technique
- 1 (One) year post basic qualification in Operating Theatre Technique accredited by SANC.
- Registration Certificates from South African Nursing Council as Professional Nurse and Operating Theatre Technique.
- Proof of current registration with South African Nursing Council as a General Nurse, Midwifery and Operating Theatre Technique (SANC Receipt for 2023).
- **Current and previous experience endorsed and stamped by Human Resource (Employment History).**
- **Applicants are to submit copies/attachment/proof/certificates/ID/Driver's License/qualifications only when shortlisted**

#### **GRADE 1**

A Minimum of (4) years appropriate recognisable experience in nursing after registration with SANC in General Nursing and Operating Theatre Technique.

#### **GRADE 2**

A Minimum of (14) years appropriate recognisable experience in nursing after registration with SANC in general nursing and Operating Theatre Technique. At least (10) years of the period mentioned above must be recognisable experience in the specific speciality, after obtaining the one year post basic qualification in the relevant speciality.

### **KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED**

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as , Nursing Act, Health Act, Occupational Health and Safety Act,
- Knowledge of Public service regulations
- Knowledge of SANC rules and regulations
- Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure,
- Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team.
- Team building and cross culture awareness

### **KEY PERFORMANCE AREAS**

- To handle obstetric and emergencies and high risk conditions
- 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 programmes and clinical audits
- Uphold Batho Pele and patients' rights principles
- Provide a safe, therapeutic environment as laid down by the Nursing Act.
- Maintain accurate and complete patient records according to legal requirements
- Exercise control over discipline, grievance and labour relations issues.
- Manage and supervise effective utilization of all resources e.g. Human, Financial, Material etc.
- Implementation and Management of Infection Control and Prevention protocols
- Assist with performance reviews i.e. EPMDS as well as student progress reports



## **KWAZULU-NATAL PROVINCE**

**HEALTH**  
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- Maintain a plan to improve the quality of Nursing and Health Care in Operation Theatre
- Formulation of theatre policies to ensure good practice
- Ensuring the availability of the necessary basic equipment.

**Enquiries: Mrs L.C Mtshali (Deputy Manager Nursing)**

**Contact details: 032 541 9202**

**Closing Date: 30 September 2024**