



**VACANCIES IN THE DEPARTMENT OF HEALTH**

**CIRCULAR MINUTE NUMBER PSH 18/2024**

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) The most recent Z83 Application form for employment, which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. The Z83 must be completed in full.

(b) Detailed Curriculum Vitae (CV) – information such as Educational Qualification, date/s of registration with relevant Councils, relevant work experience and periods in service should be clearly indicated on the CV.

(c) Applications are not required to submit copies of qualification and other relevant documents with the application. NB HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview.

(d) Applications must be submitted on or before the closing date, late/incomplete applications will be eliminated.

2. The reference number must be indicated in the column provided in the Z83 e.g. PSRH 01/2023.

3. 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 Qualifications by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC)

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

5. Applicants are respectfully informed that, if no notification of appointment is received within Three (3) months after the closing date, they must accept that their applications were unsuccessful.

6. The Department reserves the right to or not to make appointment(s) to the advertised post(s).

7. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.

8. Port Shepstone Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the institution. People with disabilities should feel free to apply for the advertised post.

9. All shortlisted candidates will be required to submit proof of current and previous work experience (certificate of Service) endorsed and stamped by the Human Resource department prior to the date of the interview.

**(N.B) KINDLY BE INFORMED THAT DUE TO THE SEVERE BUDGET CONSTRAINTS, THE DEPARTMENT IS EXPERIENCING, S&T CLAIMS & RESETTLEMENT (INCLUDING REMOVAL OF BELONGINGS) WILL NOT BE PAID TO ANY CANDIDATE THAT IS ATTENDING THE INTERVIEW PROCESS AND THOSE FOUND SUITABLE FOR APPOINTMENT.**

Closing Date: 25 OCTOBER 2024

DEPUTY DIRECTOR: HRM

CHIEF EXECUTIVE OFFICER

DATE: 2024-10-03

DATE: 03/10/2024

**DEPARTMENT OF HEALTH KZN**

**POST  
CENTRE  
NO OF POSTS  
REFERENCE NO  
REMUNERATION**

**: PROFESSIONAL NURSE: SPECIALITY GRADE 1/2  
: PORT SHEPSTONE REGIONAL HOSPITAL (PAEDS WARD)  
: 02  
: PSH 18/2024**

**: GRADE 1: R451, 533.00 p.a Plus 12% rural allowance**

A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, midwifery and post basic qualification in Child Health Nursing Science

**: GRADE 2: R553, 545.00 p.a Plus 12% rural allowance**

A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, and midwifery of which 10 years must be appropriate/ recognisable experience after obtaining the one (1) year post basic qualification in Child Health Nursing Science

**OTHER BENEFITS: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)**

**MINIMUM EDUCATION REQUIREMENTS FOR THE POST**

Grade 12 or Matric certificate. Diploma/Degree in General Nursing. Diploma in Midwifery Registration with SANC as General Nurse, midwifery and Child Health Nursing Science. SANC Receipt for 2024 and work experience/ certificate of service.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public Sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the component. Communication and interpersonal skills including Public Relations, Negotiating, Coaching. Conflict handling and counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and policies pertaining to nursing care, computer skills in basic programmes. Knowledge of MNCWH programmes. Willingness to work shifts, day and night duty, weekends, Public Holidays. Competencies (knowledge /skills). Good communications and interpersonal skills, planning and organizational skills

**RESPONSIBILITIES / KRA'S**

Implement neonatal and child health care programmes. Develop and implement quality assurance policies & operational plans. Implement standards, practice and indication for Neonatal and Child Health Care. Participate in child PPIP meetings. Manage effective utilization of all resources in the unit. Develop and implement strategies for Infection Control and Prevention for the unit. Exercise control over discipline and labour relations issues. Develop / establish and maintain constructive working relationship with nursing and other stake holders. Ensure that the unit complies with Regulated Norms and Standards. Support the Mother Baby Friendly initiative. Support and mentor student nurses. Identify high risk, manage or refer them according to hospital policy. Develop vision and mission and objectives for neonates and paediatrics. Develop, implement and review neonatal and paediatric policies/SOP. Demonstrate adequate knowledge of Covid-19 protocols. Attend meetings held in the institution/outside.

**NB:**

**APPLICANTS ARE ENCOURAGE TO UTILISE COURIER SERVICES/ S'THESHA WAYA WAYA or e-mail to [PSRH.Recruitment@kznhealth.gov.za](mailto:PSRH.Recruitment@kznhealth.gov.za)**

**(COPIES SHOULD BE SUBMITTED BY SHORTLISTED CANDIDATES ONLY)**

**ENQUIRIES**

**Mrs MC Maqutu (039) 688 6117**

**APPLICATIONS**

**Applications should be posted to: The Human Resource Manager, Port  
Regional Hospital, Private Bag X5708, Port Shepstone 4240.**

**Shepstone**

**FOR ATTENTION**

**Mr. ZM Zulu**

**CLOSING DATE**

**25 OCTOBER 2024**

**NOTE**

**NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications**