



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

PORT SHEPSTONE REGIONAL HOSPITAL

Private Bag X5706, PORT SHEPSTONE 4240

Bazley Street, PORT SHEPSTONE 4240

Tel: 039 688 6000 Fax: 039 688 6274

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NUMBER PSH 19/2024

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

POST CENTRE : PROFESSIONAL NURSE GRADE 1 OR 2: SPECIALITY
NO. OF POSTS : PORT SHEPSTONE REGIONAL HOSPITAL – CRITICAL CARE
REFERENCE NO : 01
REMUNERATION : PSH 19/2024
: GRADE 1: R451, 533 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 Critical care/Emergency &Trauma Nursing Science.
: GRADE 2: R553, 545 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 Critical care/Emergency &Trauma Nursing Science.
OTHER BENEFITS: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

MINIMUM EDUCATION REQUIREMENTS FOR THE POST

Matric / Senior Certificate. Diploma/Degree in General Nursing, Midwifery Nursing Science. **1 year post basic qualification in Critical care/Emergency &Trauma Nursing Science.** Current registration with SANC as General Nurse, Midwife/Accoucher and Critical care/Emergency &Trauma Nursing Science. SANC receipt 2024 and work experience/ certificate of service.

KNOWLEDGE, SKILLS AND EXPERIENCE

Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Good communication skills verbal and written. Co-ordinate and liaison skills. Problem solving skills.

RESPONSIBILITIES / KRA'S

Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive quality nursing care. Provide direct and indirect supervision of all Nursing Staff / Housekeeping staff and to give them guidance and ensure continuity of patient care, Demonstrate effective communication patient and families with the multi – disciplinary team, other department within the hospital. Assist with allocation /change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP, Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant speciality. To assist with relief duties of supervision and act as junior shift- leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources. Liaise with professional nurse in charge in surgical high care / renal unit. Allocation of staff within the directorate on rotational basis. To ensure critically ill patients regardless of diagnoses according to disease profile within the directorate. To nurse a paediatric ventilated / high care patient in ICU for close monitoring. Maintain professional growth / ethical standard and self – development.

NB: **APPLICANTS ARE ENCOURAGE TO UTILISE COURIER SERVICES/ S'THESHA WAYA WAYA or e-mail to 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 Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240.

FOR ATTENTION

Mr. Z.M 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