



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE:

Queen Nandi Regional hospital  
Postal Address : Private Bag X20005, Empangeni, 3880  
Physical Address: 29 Union Street, Empangeni, 3880  
Tel: 035-907 7205 Fax: 035 772 1365  
Email:Thabani.dlamini@kznhealth.gov.za  
www.kznhealth.gov.za

QUEEN NANDI REGIONAL HOSPITAL  
HRP Recruitment and Selection

Reference No: HRM 7/1/2  
HR Enquiries: Mrs BW Ntsele  
Contact Tel No: (035) 9077023/22/21/20

### VACANCIES IN THE DEPARTMENT OF HEALTH: QUEEN NANDI REGIONAL HOSPITAL

#### CIRCULAR MINUTE NO QNRH 3 (Year 2024)

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all institution. 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 away from their normal places of work.

#### DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
  - 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, failure to do so may results in disqualification. .
  - **Detailed** Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV.
  - Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only.
  - The reference number must be indicated in the column provided on the form Z83 as per job advertisement **e.g.** EMP 27/2011.
2. People with disabilities should feel free to apply.
3. Please note that due to a large number of applications envisaged to be received, applications will not be acknowledged. Only shortlisted candidates will be communicated.
4. Employment Equity Target : African Male
5. Fingerprints will be taken on the day of the interview
6. The social media accounts of shortlisted applicants may be assessed.
7. It is the applicant's responsibility to have a 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).
8. The department is an equal opportunity, affirmative active employer, whose aim is to promote representability in all occupational categories in the Institution.

**The appointment is subject to positive outcome obtained from the NIA to the following checks: pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening.**



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**Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply:**

- *Subsistence & Travelling (S&T) allowance claims will not be processed.*
- *Resettlement and or relocation claims will not be paid*
- *The Hospital has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty.*
- *Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided*

**NB: Management reserves the right to allocate employees outside the appointed domain as determined by service delivery demands.**

**All applications must be forwarded to:**

**THE HOSPITAL CEO**

QUEEN NANDI REGIONAL HOSPITAL  
PRIVATE BAG X20005, EMPANGENI,  
3880

**Attention: Human Resource Office**

OR

**Hand Delivered Applications (HR office  
hours: 07h00 to 16h00 – Monday to  
Friday)**

QUEEN NANDI REGIONAL HOSPITAL  
29 Union Street  
EMPANGENI  
3880

OR

**Electronic delivery:**

[queennandihospital.hrjobapplication@kznhealth.gov.za](mailto:queennandihospital.hrjobapplication@kznhealth.gov.za)

**Original Copy signed & Dated**

**MRS CNN MKHWANAZI  
HOSPITAL CEO**



## **KWAZULU-NATAL PROVINCE**

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# **ADVERT**

**JOB TITLE : PHARMACIST ASSISTANT (POST BASIC) GRADE 1/2/3 POST**  
**COMPONENT : ARV ROLL-OUT**  
**INSTITUTION : QUEEN NANDI REGIONAL HOSPITAL**  
**REFERENCE : EMP 03/2024**  
**SALARY SCALE : Grade 1 R250 947.00 - R282 927.00 p.a.**  
**Grade 2 R290 436.00 – R307 221.00 p.a.**  
**Grade 3 R313 308.00 – R355 812.00 p.a.**

**OTHER BENEFITS : 13<sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements).**

### **REQUIREMENTS FOR THE POST**

#### **Grade 1**

- Grade 12 / Standard 10 (Matric) qualification plus
- Registration with SAPC as a Pharmacist Assistant (Post Basic) plus
- Current Registration with SAPC

#### **Grade 2**

- Grade 12 / Standard 10 (Matric) plus
- Registration with SAPC as a Pharmacist Assistant (Post Basic)
- 5 years' experience after registration with SAPC as a Pharmacist Assistant (Post basic)
- Current Registration with SAPC

#### **Grade 3**

- Grade 12 / Standard 10 (Matric) plus
- Registration with SAPC as a Pharmacist Assistant (Post Basic)
- 13 years' experience after registration with SAPC as a Pharmacist Assistant (Post basic)
- Current Registration with SAPC

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

- Computer literacy, good communication, numeric and interpersonal skills
- Organizational, planning, problem solving and time management skills
- Knowledge of departmental work processes and procedures
- Stock management – basic procedures and principles
- Willingness to undergo further training as a pharmacy assistant
- Must be pleasant, compassionate and diplomatic and be able to work under pressure



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### **KEY PERFORMANCE AREAS**

- Requisition for and prepare medicines for dispensing
- Stock management – expiry checks, stock rotation, stock take, security and maintain stock take, security and maintain stock levels in various sections of the pharmacy
- Supply wards and departments with medicines according to departmental policies.
- Collect and maintain accurate and appropriate records
- Perform all duties in accordance with regulations of the professional standards and according to scheduled duties
- Pre-packing of pharmaceutical and non-pharmaceutical products, manufacture/compounding of non-sterile pharmaceutical products under supervision of a pharmacist.
- Maintain good housekeeping in the pharmaceutical environment
- Provide basic primary health education
- Promote communication to and with a patient in the execution of the functions described
- Labelling of stock

**CLOSING DATE FOR APPLICATIONS: 15 November 2024**

**ENQUIRIES : DR M SAMJOWAN TEL NO. 035 907 7008  
MS N MOODLEY: TEL NO. 035 907 7010**