



### **ADVERTISEMENT**

This Department is an equal opportunity affirmative action employer. It is our intension to promote representivity (race, gender and disability) in the department through the filling of this post. Candidates whose transfer/promotion/appointment promotes representivity will receive preference”.

### **VACANCY IN THE DEPARTMENT OF HEALTH –CIRCULAR MINUTE NO: RKK04/2024**

The contents of this Circular Minutes must be brought to the notice of all employees on the establishment of all Institutions. Institutions must ensure that all employees who meet the requirements of the post/s are made aware of the circular minute even if they are absent from the normal place of work.

### **DIRECTIONS TO CANDIDATES**

1. The following documents must be submitted:

- a) The applicant must submit a new **fully** completed Z83 form and a **detailed** Curriculum Vitae (CV) ONLY.
- b) The new application for employment form (Z83), which is obtainable at the Human Resource Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za)
- c) Applicants are not required to submit copies of their qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only.

2. The reference number must be indicated in the column provided on form Z83 e.g. RKKM 05/2023

***NB: Failure to comply with the above instructions will result in disqualification of the application***

3. Please note that due to the large number of applications envisaged to be received, application will not be acknowledged. If you are not contacted by us after 3 months after the closing date, please regard your application as being unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course.

4. Applicants in possessions of a foreign qualification must attached an evaluation certificate which is obtain from South African Qualification Authority (SAQA) to their application as it is a requirement for verification.

**5. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening.**

6. Due to financial constraints, no S & T claims will be paid for attending interview.

**Original signed & kept on file**

**ACTING CHIEF EXECUTIVE OFFICER**



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

|                          |   |  |
|--------------------------|---|--|
| <b>POST</b>              | : | <b>Clinical Nurse Practitioner X 2 Posts</b> |
|                          |   | <b>GATEWAY - Primary Health Care Clinic</b>  |
| <b>POST REFERENCE NO</b> | : | <b>RKK/CNP01/2024</b>                        |
| <b>INSTITUTION</b>       | : | <b>R. K Khan Hospital</b>                    |
| <b>SALARY GRADE 1</b>    | : | <b>R 451 533.00 per annum</b>                |
| <b>SALARY GRADE 2</b>    | : | <b>R 553 545.00 per annum</b>                |

### **OTHER BENEFITS:**

**13<sup>TH</sup> Cheque**

|                              |   |  |
|------------------------------|---|--|
| <b>Medical Aid</b>           | : | <b>Optional</b>                                    |
| <b>Homeowners' Allowance</b> | : | <b>Employee must meet prescribed requirements.</b> |

### **MINIMUM REQUIREMENTS:**

- Degree/Diploma in General Nursing and Midwifery.
- Certificate of Registration with SANC in General Nursing and Midwifery
- 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.
- Certificate of Registration with SANC in relevant post basic qualification.
- Current Registration receipt with the South African Nursing Council (2024)
- Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service).

### **EXPERIENCE:**

**Grade 1:** A minimum of four (4) years appropriate/ recognizable experience in nursing after Registration as a Professional Nurse with the SANC in General Nurse plus 1 year post basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.

**Grade 2:** A minimum of fourteen (14) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.

### **RECOMMENDATIONS:**

- At least 1 - 2 year experience in a Primary Health Care setting would be an advantage.
- A valid driver's license (Code 08) would be a recommendation.



**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:**

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks
- Good verbal and written communication and report writing skills.
- Leadership, decision making and problem solving skills.
- Conflict management and negotiation skills.

**KEY PERFORMANCES AREAS:**

- Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility.
- Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and community.
- Assist in the accident and emergency department to screen and treat patients appropriately in order to reduce congestion and facilitate waiting times.
- Provide comprehensive, quality nursing care to adults and children in a cost-effective and efficient manner.
- Assist in planning, organising and monitoring of objectives of the Primary Health Care facility.
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- Plan and organise own work and that of support personnel to ensure proper nursing care.
- Able to implement the institutional major incident (disaster) plan as required
- Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
- Work as part of a multidisciplinary team to ensure good nursing care.
- Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required.
- Ensure compliance with all National, Provincial and Professional prescripts in order to render safe patient service and improve client satisfaction.
- Maintain accurate and complete patient records including monitoring and evaluation of management of care provided to the clients.
- Participate in the analysis and formulation of nursing policies and procedures.
- Assist in EPMDS evaluation of staff and participate in meeting the training needs of staff.
- Provide direct and indirect supervision of all staff within the unit and give guidance.
- Order and monitor appropriate levels of consumables.
- Ensure that equipment in the unit is adequate and is checked and in working order.
- Provide for a safe, therapeutic and hygienic environment.
- Ensure accurate compilation of statistics as required for evaluation and future planning.



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**ALL APPLICATIONS SHOULD BE FORWARDED TO: ATTENTION: Human Resource Department, R.K.Khan Hospital, Private Bag X 004, Chatsworth, 4030 Or Hand deliver to Human Resource Department, 2<sup>nd</sup> Floor Recruitment Office Opposite Theatre.**

***It is recommended that applications be hand delivered or couriered as the Hospital is experiencing delays with posted applications.***

DUE TO FINANCIAL CONSTRAINTS NO S & T OR RELOCATION COSTS WILL BE PAID.

**ENQUIRIES : MR M SIYAYA ☎ 031 459 6030**

**CLOSING DATE : 11 OCTOBER 2024**