



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Human Resource Management

St Apollinaris Hospital
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Off Main Road, Centocow Mission, 3263
Tel: 039 8339001 Email: thulani.dlamini@kznhealth.gov.za
www.kznhealth.gov.za

Enquiries: Mr MT Dlamini
Ref. Number: SAP 03/2024
Date: 30 September 2024

**TO: HEADS OF ALL DEPARTMENTS IN THE KZN PROVINCIAL ADMINISTRATION
VACANCY IN THE DEPARTMENT OF HEALTH: ST APOLLINARIS HOSPITAL:
CREIGHTON
CIRCULAR MINUTE SAP 03/2024.**

The contents of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: Heads of Components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:

Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are **not** required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Institution will not be liable where applicants use incorrect/no reference number(s) on their applications.

Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews.

This Department is an equal opportunity, affirmative action employer whose aim is to promote representativity in all levels of all occupational categories in the department. People with disabilities are encouraged to apply. Target group for advertised post is an African Male. Documents (CV and Z83 only) to be e-mailed to: thulani.dlamini@kznhealth.gov.za or hand delivered applications may be dropped in Human Resource Section at St Apollinaris Hospital on or before the closing date before 16:00.

CLOSING DATE: 25 October 2024

Mr TS Zuma
Acting Chief Executive Officer – St Apollinaris Hospital
(Original signed by Acting Chief Executive Officer)



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JOB TITLE	:	Professional Nurse (General Stream) with Midwifery Grade1, 2 or 3
CENTRE	:	Kilmun Clinic
REFERENCE NUMBER	:	SAP 05/2024
TOTAL NUMBER OF POSTS	:	01
REMUNERATION	:	Grade 1: R307 473.00 – R356 382.00 per annum Grade 2: R375 480.00 – R435 759.00 per annum Grade 3: R451 533.00 – R 570 273.00 per annum
OTHER BENEFITS	:	Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet prescribed requirements)

MINIMUM REQUIREMENTS

- Senior Certificate (Grade 12) or equivalent qualification PLUS;
- Diploma / B Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse with Midwifery
- Registration with the SANC as Professional Nurse with Midwifery
- Current SANC receipt (2024)

EXPERIENCE

- **Grade 1:** No Experience
- **Grade 2:** A minimum of ten (10) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
- **Grade 3:** A minimum of twenty (20) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

NB: Certificate of service from current and previous employers stamped and signed by the Human Resource Department will be required when shortlisted on or before the interview date.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of nursing care processes and procedures, nursing statutes and other legal frameworks such as: Nursing Act, Health Act, Patient's Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, etc.
- Good skills in: Communication, report writing, facilitation, co-ordination, planning & organizing, decision making, computer usage.
- Ability to formulate patient related policies.
- Basic understanding of HR and Financial policies and procedures.
- Team building and cross cultural awareness.

KEY PERFORMANCE AREAS

- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.
- Work as part of the multidisciplinary team to ensure good nursing care.
- Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences.
- Able to plan and organise own work and that of support personnel to ensure proper



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nursing care.

- Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele).
- Implement standard, practices, criteria and indicators for quality nursing (quality of practice)
- Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care.
- Maintain in a constructive working relationship with nursing and other stake holders.
- Utilize human, material and physical resources efficiently and effectively.

Enquiries should be directed to Mr F. Ntuli @ 039 833 9001-8