



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ST MARY'S DISTRICT HOSPITAL

Private Bag X16 Ashwood 3605

1 Hospital Road, Mariannhill 3610

Tel: 031 717 1127 Fax: 031 717 1039

HUMAN RESOURCE MANAGEMENT SERVICES

Enquiries: Mr L.K. Shoji
Telephone: 031-717 1127

TO HEADS OF ALL DEPARTMENTS IN THE KZN PROVINCIAL ADMINISTRATION

VACANCY IN THE DEPARTMENT OF HEALTH: ST MARY'S MARIANHILL HOSPITAL: ETHEKWINI

CIRCULAR MINUTE: SMMH 6/2024

The contents of this Circular Minute must be brought to the notice of all eligible 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 this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES

The following documents must be submitted: -

- (a) Application for Employment form (Z83) i.e. the most recent form, obtainable at any Government Department or from website –www.kznhealth.gov.za. The Z83 form must be completed in full, failure to do so may result in disqualification.
 - (b) A detailed Curriculum Vitae (CV).
 - (c) Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only.
 - (d) Copies of educational qualifications, Identity/passport Documents, professional registration certificates and certificate/s of service from previous employer/s need not be certified as only shortlisted candidates will be requested to supply certified copies.
 - (e) It is the applicant's responsibility to have a foreign qualification, which is the inherent requirement of the job, evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.
 - (f) Applications may be hand delivered, submitted via post and emailed to StMarysHospital.HRJobApplication@kznhealth.gov.za
2. The reference number and position for which you are applying (as stated in the advert) must be clearly indicated in the column provided on the form Z83.

NB. Failure to comply with the above instructions will disqualify applicants.

- a) Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not receive any response after three (03) months from the closing date of this advert; consider your application as unsuccessful.
- b) People with disabilities should feel free to apply for the posts.



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- c) 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, citizenship) verification of Educational Qualifications by SAQA,
- d) Verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).
- e) The Department reserves the right not to fill the post/s.

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the department.

PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS NO S&T CLAIMS WILL BE PAID

Enquires : Mrs F.E. Dlamini
Telephone : 031 717 1000/1130

Closing Date : 30 September 2024

Application to be forwarded to: Human Resources Department
St Mary's Mariannhill Hospital
Private Bag X16
Ashwood, 3605

OR Hand delivered to: The Human Resource Manager
1 Hospital Road
Mariannhill
3610
Attention: Mr L.K. Shozi

Original Signed By CEO

6th September 2024

CHIEF EXECUTIVE OFFICER

Date



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POST	:	PROFESSIONAL NURSE (SPECIALITY - THEATRE)
CENTRE	:	ST MARY'S MARIANHILL HOSPITAL
SECTION	:	OPERATING THEATRE
NO OF POSTS	:	02
REFERENCE NO	:	SMMH /NURS/04/2024
SALARY	:	Grade 1 R451 533.00 – R530 376.00 per annum Grade 2 R553 545.00 – R686 211.00 per annum
BENEFITS	:	13th Cheque Medical aid and housing allowance (optional and provided incumbent Meets the requirements)

APPOINTMENT REQUIREMENTS:

- Diploma / Degree in general nursing or equivalent
- Registration with S.A.N.C. as a General nurse and midwife
- A post basic nursing qualification in Operating Theatre Nursing Science, with a duration of at least one year accredited with the South African Nursing Council.
- Current South African Nursing Council receipt
- Proof of current and previous experience endorsed by Human Resources

Grade 1

A minimum of four (4) years appropriate / recognizable experience after registration with the SANC as a Professional Nurse in general nursing plus 1 year post basic qualification in Operating Theatre Nursing Science.

Grade 2

A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate / recognizable experience after obtaining the 1 year post basic in Operating Theatre Nursing Science.

KNOWLEDGE AND SKILLS

- Knowledge of nursing care processes and procedures, nursing statues and other legal framework such as: Nursing Act, Health Act, Patient's Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relation Act, Disciplinary Code and Procedure, etc.
- Knowledge of Operating Theatre processes and procedures.
- Good skills in: Communication, report writing, facilitation, co-ordination, planning & organizing, decision making, computer usage, interpersonal, time management, leadership and supervision.
- Team building and cross cultural awareness.
- Ability to formulate patient related policies
- Basic understanding of HR and Financial policies and procedures
- Knowledge of SANC rules and regulations, Batho Pele Principles and patients' rights charter, National Core Standards and Ideal Hospital Assessment.



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KEY PERFORMANCE AREAS

- Effective management of patients, display a concern for patients, promoting and advocating for proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations.
- Provide a safe, therapeutic and hygienic environment for patients undergoing surgery or minor operations.
- Ensuring effective participation in all hospital programs and adhere to IPC guidelines & Norms and Standards.
- Participate in the care of swabs and instruments in Theatre.
- Provide immediate care to all patients that have been operated.
- Prepare for the operations ensuring smooth running of the Theatre.
- Manage and monitor patients post operatively in recovery unit.
- Provision of quality services through setting of standards, policies and procedures.
- Participate in the implementation of National Priorities, clinical guidelines protocols, policies, practices and procedures.
- Maintain accurate and complete patient records according to legal requirements.
- Exercise control over discipline, grievances and labour relations issues.
- Promote good working relationships amongst staff and patients.
- Assist in supervision and development of all nursing staff.
- Reduction of maternal and child mortality and morbidity rate.

Closing Date: 30th September 2024

Enquires: Mrs F.E. Dlamini

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**The Human Resource Manager
1 Hospital Road
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