



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

Physical Address: Jozini Main Road Next Post Office
Postal Address: Private bag x 026 Jozini 3969
Tel: 035-572 1327 Fax: 035-5721245 Email: Bhekinkosi.mpuapa@kznhealth.gov.za
www.kznhealth.gov.za

DIRECTORATE:
UMKHANYAKUDE HEALTH DISTRICT
Human Resource Services

Reference : HRM 4/1
Enquiries : Mr. B.K Mpupa
Date : 2024/08/12

**TO: ALL HEADS OF DEPARTMENT
IN THE KZN PROVINCIAL ADMINISTRATION
VACANCIES IN THE DEPARTMENT OF HEALTH**

CIRCULAR MINUTE NO. UMKH 03/2024

The content of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in Regional /District offices. Institutions must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal working places.

DIRECTIONS TO THE CANDIDATES

1. The following documents must be submitted: -
 - (a) Application for Employment Form (Z.83), which is obtainable from any Government Department **OR** from the website – www.kznhealth.gov.za
 - (b) Certified copies of highest educational qualifications – not copies of certified copies.
 - (c) Curriculum Vitae
 - (d) ID copy
2. The reference number must be indicated in the column provided on the form Z.83
e.g. reference number UMKH 01/2024
NB: Failure to comply with above instructions will disqualify applicants.
3. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications)
4. Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course.

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

CLOSING DATE FOR APPLICATIONS: 06 September 2024

Director: District Health Office
Umkhanyakude Health District

Post : **Enrolled Nurse Gr 1 (2 months contract)**
Institution : **Various institutions (Umkhanyakude Health District)**
Reference No. : **UMKH 03/2024**
No. of Posts : **08**
Salary Notch : **R209 112 Per annum plus 37%**

Bethesda hospital	01
Hlabisa hospital	02
Mseleni hospital	01
Manguzi hospital	01
Mosvold hospital	02
Othobothini CHC	01

MINIMUM REQUIREMENTS

- Grade 12 certificate
- Certificate of registration as an Enrolled Nurse
- Registration with SANC as Enrolled Nurse
- Current SANC receipt for 2024

KNOWLEDGE, SKILLS, TRAINING AND COMPETANCES REQUIRED

- Good nursing care delivery approach
- Knowledge of SANC rules and regulations
- Basic health and safety standards
- Ability to perform structured tasks
- Good communication skills

KEY PERFORMANCE AREAS

- Distribute HPV consent forms to all schools participating in HPV campaign.
- Maintain cold chain for HPV & Td vaccines.
- Provide HPV information to parents, teachers & learners.
- Participate in the vaccination of grade 5 learners.
- Assist the professional Nurse in carrying out HPV & Td duties.
- Keep all HPV & Td registers updated.

Enquiries : **Mr. Z.M. Myeni**
Tel. Number : **035 5721327**

Closing date : **06 September 2024**

Applications to be forwarded to : **The District Director**
Umkhanyakude Health District Office
P/ Bag x 026
JOZINI
3969

Post : **Professional Nurse**
Centre : **Various Institutions (Umkhanyakude Health District)**
Number of post : **02**
Reference no. : **UMKH 05/2024**
Salary Notch : **R307 473 Per annum Plus 37%**

Hlabisa Hospital	01
Bethesda Hospital	01

MINIMUM REQUIREMENTS FOR THE POST

- Grade 12 Certificate
- Degree/Diploma in General Nursing
- Registration with SANC as General Nurse
- Current SANC receipt for 2024

KNOWLEDGE, SKILLS AND EXPERIENCE

- Knowledge of SANC rules and regulations
- Scope of practice
- Labour Relations
- Good communication and interpersonal skills
- Ability to function well within a team

KEY PERFORMANCE AREAS

- Provide leadership and administrative role for HPV team
- Demonstrate knowledge of HPV & Td data management
- Monitor cold chain for HPV & Td vaccines
- Manage and control stock
- Participate in the vaccination of grad 5 learners
- Provide health education to learners and parents

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