



Enq: MW Ntuli

Date: 2025/01/22

**VACANCIES IN THE DEPARTMENT OF HEALTH: VRYHEID DISTRICT HOSPITAL
CIRCULAR MINUTE No. VRH 01/2025**

The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the posts are made aware on this circular minute even if they are absent from their normal places of work

DIRECTIONS TO CANDIDATES:-

1. The following documents must be submitted:-
 - a) Application for employment form (Form Z83), which is obtainable at any Government Department **OR** from the website (www.kznhealth.gov.za) issued by Minister of DPSSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: **Failure to do so will result in disqualification.**
 - b) A detailed Curriculum Vitae(CV) and
 - c) Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview.
2. The Reference Number and the position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the Z83 form.
3. **The appointments are subject to positive outcome obtained from the NIA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience verifications)**
4. It is the applicant's responsibility to have a foreign qualification which is the inherent requirement of the job 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.
5. Applicants are respectfully informed that if no notification of appointment is received within 3 months after the closing date they must accept that their applications were unsuccessful. People with disabilities are encouraged to apply for the post.
6. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
7. The department reserves the right not to fill the post

Failure to comply with the above instructions will disqualify your application

(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.) The post will be filled in terms of the Employment Equity Target.

All applications should be forwarded to: **Assistant Director: HRM, Private Bag X9371 Vryheid 3100** or be hand delivered at **Coswald Brown Street, Vryheid 3100, HR office No: 09** or email to **VryheidHospital.HRJobApplication@kznhealth.gov.za**

NB: Sending applications using courier service/email is encouraged as we have challenges with the post office.

Original Signed Copy is available on request

**ACTING CHIEF EXECUTIVE OFFICER
VRYHEID DISTRICT HOSPITAL**



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

POST : OPERATIONAL MANAGER NURSING (PHC) X1
CENTRE : VRYHEID DISTRICT HOSPITAL
COMPONENT : NTOMBIYEPHAHLA CLINIC
REFERENCE : VRH 04/2024
SALARY : R656 964.00-R737 616.00 per annum
OTHER BENEFITS : Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

MINIMUM REQUIREMENTS

- Degree / Diploma in General Nursing and Midwifery,
- One year post basic qualification in Primary Health Care
- Current registration with SANC as Professional Nurse and Midwifery
- A minimum of (9) nine years recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery, of which five(5) years must be recognizable experience after obtaining one(1) year post basic qualification in Primary Health Care
- Certificate of service from current and previous employers stamped and signed by the Human Resource Department
- A valid driver's license.

KNOWLEDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED

- Knowledge and insight into nursing process and procedures
- Knowledge of nursing statutes and other relevant Public Services Act/ legislations
- Decision making and problem solving skills
- Interpersonal skills in dealing with conflict management
- Knowledge and implement Batho Pele principles
- Supervisory and analytical thinking skills
- Stress tolerance, flexibility, empathy and ability to communicate constructively
- Disaster management skills
- Team building and supervisory skills.

KEY PERFORMANCE AREAS

- Provide effective management and professional leadership ensuring that ward unit are organized and covered with Professional staff.
- To provide quality patient care.
- Provide effective supervision of wards ensuring implementation of nursing standard, policies and procedures.
- Manage and direct efficient utilization of resources to enhance service delivery.
- Exercise control of discipline, grievance and any other Labour related issues in terms of laid down procedures.
- Maintain client satisfaction through monitoring and setting of service standards.
- Implement and monitor National Core Standards.
- Implement EPMDs.
- Advocate for patients in facilitating proper treatment care, and adherence to Patient Rights Charter and Batho Pele Principles.
- Ensure to keep accurate records.
- Compile unit statistics monthly.

Enquiries: Ms. ATS Sibiyi Tel (034) 9822111 EXT 5836



POST	:	PROFESIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY X2
CENTRE	:	VRYHEID DISTRICT HOSPITAL
COMPONENT	:	NTOMBIYEPHAHLA CLINIC
REFERENCE	:	VRH 05/2025
SALARY	:	R 307 473.00 – R356 832.00 per annum (Grade 1) R 375 480.00 – R435 759.00 per annum (Grade 2) R 451 533.00 – R570 273.00 per annum (Grade 3)
OTHER BENEFITS	:	Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

MINIMUM REQUIREMENTS

- Diploma / B Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse with Midwifery.
- Registration with SANC as Professional Nurse with Midwifery.
- Current SANC receipt.

Grade 1

- No experience

Grade 2

- A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing.

Grade 3

- A minimum of 20 years appropriate /recognizable experience in nursing after registration as Professional Nurse with 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.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- Good work ethics.
- Tenacity, integrity.
- Problem solving and decision making.
- Health promotion and team building.
- Report writing skills.
- Good communication skills: Public speaking, listening and summarizing.
- Good Interpersonal skills.



KEY PERFORMANCE AREAS

- Work as multidisciplinary team to ensure good nursing care by the Nursing Team.
- Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework.
- Must be able to handle obstetric, paediatric emergencies and high risk conditions.
- To execute duties and functions with proficiency within prescript of applicable legislation.
- Provision of quality patient care through setting of standards, policies and procedures.
- To participate in quality improvement programs and hospital audits.
- Provide a safe, therapeutic environment as laid down by the Nursing Act.
- Maintain accurate and complete records according to legal requirement.
- Manage and supervise effective utilization of all resources e.g. Human, Financial, Materials etc.
- Implementation and management of infection control and prevention protocols.
- Ensure the implementation of saving mothers, saving babies recommendation.
- Ensure the implementation of the Antenatal and Postnatal policy including PMTCT.
- Provision of support to Nursing Services.
- Maintain Professional growth/ethical standards and self-development.
- Participate in the analysis, formulation and implementation of policies, practices and procedures.
- Ensure that a Healthy and Safety environment is maintained.
- Monitor and Control the quality of patient care.
- Perform quality improvement audits and survey monthly and report to senior Management.
- Monitor and evaluate delivery of quality care at the within the hospital
- Ensure implementation of national and provincial initiatives (Patients' Rights Charter, Batho Pele programmes etc.
- Monitor and evaluate compliance to the national and provincial quality programmes e.g norms and standards for the hospital package of care.
- Provide advice on various aspects of quality care to the institution.

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KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

POST	:	ENROLLED NURSE X1
CENTRE	:	VRYHEID DISTRICT HOSPITAL
COMPONENT	:	NTOMBIYEPHAHLA CLINIC
REFERENCE	:	VRH 06/2025
SALARY	:	R 209 112.00 – R233 931.00 per annum Grade 1 R 248 613.00 – R279 159.00 per annum Grade 2 R 290 805.00 – R356 832.00 per annum Grade 3
OTHER BENEFITS	:	Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, and 13th Cheque (service bonus).

MINIMUM REQUIREMENTS

- Grade 12 (senior certificate)
- 2 years Enrolled Nurse Certificate that allows registration with South African Nursing Council
- Current registration with the South African Nursing Council (SANC) as Enrolled Nurse

Grade 1

- A minimum of 0-9 years appropriate / recognizable nursing experience after registration with SANC as Enrolled Nurse

Grade 2

- A minimum of 10 years appropriate / recognizable nursing experience after registration with SANC as Enrolled Nurse.

Grade 3

- A minimum of 20 years appropriate / recognizable nursing experience after registration with SANC as Enrolled Nurse.

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.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks
- Basic communication skills
- Basic writing skills
- Ability to function as part of a team
- Basic interpersonal skills
- Elementary facilitation skills

KEY PERFORMANCE AREAS

- Development and implementation of basic patient care plan.
- Ensure maintenance of patient hygiene.
- Facilitate nutritional status of patients.
- Facilitate the mobility of patients.
- Facilitate the elimination processes.
- Provide basic clinical nursing care.
- Measure, interpret and record vital signs.
- Operate all relevant apparatus and equipment.
- Assist professional nurses with clinical procedures (i.e. administering intramuscular injections).
- Preparation of patients for diagnostic and surgical procedures.
- Effective utilization of resources.
- Order stock and equipment in a cost effective manner.
- Maintain professional growth/ethical standards and self-development.

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KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

POST	:	PHARMACY ASSISTANT (POST BASIC) X1
CENTRE	:	VRYHEID DISTRICT HOSPITAL
COMPONENT	:	NTOMBIYEPHAHLA CLINIC
REFERENCE	:	VRH 07/2025
SALARY	:	R 250 947.00 – R 282 921.00 per annum
OTHER BENEFITS	:	Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, and 13th Cheque (service bonus).

MINIMUM REQUIREMENTS

- Grade 12 (senior certificate)
- Registration with SAPC as a Pharmacy Assistant(Post Basic)
- Current registration with South African Pharmacy Council/Proof of payment

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- Good communication & interpersonal relations skills
- Organizing, planning, problem solving and time management
- Stock management basic procedures and principles
- Be pleasant, compassionate and diplomatic and can be able to work under pressure
- Computer literacy
- Good numeracy skills

KEY PERFORMANCE AREAS

- Ensure Proper receipt, recording and storage of all pharmaceuticals following medicine supply management principles and standard operating procedures.
- Take responsibility and accountability for safe medicine use, compounding and legal processing of prescriptions.
- Participate fully in stocktaking including investigations and development of QIP for the purpose of systems improvement.
- Participate in promotion of public health.
- Promote and ensure accurate record keeping.
- Assist with administrative duties as required.
- Stock management, expiry checks, stock take security and maintain stock level.
- Requisition, receiving and distributing medicines towards clinics in accordance with departmental policies.
- Performing all duties in accordance with Acts and Protocol.
- Promote communication with patients and other healthcare workers.
- Maintain good housekeeping (hygiene and cleanliness) in the pharmaceutical environment.
- Collect and maintain necessary records, statistics and information.

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