

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 25/08</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY) REF NO. KH 02/2024 (1 POST)</u>
<u>SALARY</u>	:	R715 977 – R818 643. per annum 8% inhospitable allowance of basic salary, 13 th cheque, Medical aid (Optional), Home owner's allowance (employee must meet Prescribed requirements)
<u>CENTRE</u>	:	Kwa-Magwaza District Hospital (Primary Health Care)
<u>REQUIREMENTS</u>	:	Grade 12 /Senior Certificate. Basic R425 Qualification (i.e., Diploma /Degree in General Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. One year post basic qualification in clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with the SANC (2024) as a Professional Nurse. A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, At least 6 years of the period referred above must be appropriate/recognizable experience after obtaining Post basic qualification in Clinical Nursing Science, Health Assessment Treatment and Care (PHC). At least 3 years of the period referred above must be appropriate/ recognisable at PHC managerial level. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates. Knowledge and skills training and competencies required. In depth knowledge of nursing legislation and related legal and ethical practices, In depth knowledge of Primary Health care protocols and guidelines, Basic understanding and knowledge of HR and financial policies, Good report writing and facilitation skills, Knowledge and experience of Public Service Policies, Acts and Regulations, Good verbal and written communication skills, Knowledge of Labour Relations and disciplinary procedures and analytical thinking, decision- making and conflict management skills.
<u>DUTIES</u>	:	Assist all PHC facilities in the implementation of norms and standards including Ideal Clinic, Realization and Maintenance Program in response to current Deficiencies in the quality PHC services, Improve maternal and child health according to sustainable development goals, Monitor EPI and Immunization programs to reduce child mortality, Supervise and monitor OPD and Eye Clinic Services, Enhance the saving mothers programs, Manage the provisions of high quality nursing service in the department, Ensure the development and implementation of clinical policies, procedures and guidelines for policies and other related programs /projects, Maintain clinical good governance through quality service , innovation and nursing care by upholding relevant principles, Ensure staff development and performance by implementing EPMS and other related Human Resource policies, Ensure effective utilization of all resources in the department, Ensure implementation of appropriate infection control measures within the department, Ensure implementation, monitoring and evaluation of all programs, Monitor and ensures that all nurses are licensed to practise regarding patient care in order to increase level of expertise. Strengthen data systems and treatment outcomes by collecting, submitting and utilization of data, supporting the realization and maintenance of ideal clinic program in the facility.
<u>ENQUIRIES</u>	:	Ms NI Mthethwa Tel No: 035 450 8294
<u>APPLICATIONS</u>	:	All applications should be posted to: The Chief Executive Officer: KwaMagwaza Hospital Private Bag X808, Melmoth,3835, hand delivered to KwaMagwaza Hospital KwaMagwaza Road or Email to KwaMagwazaHospital.HRJobApplications@kznhealth.gov.za
<u>FOR ATTENTION</u>	:	Assistant Director: HRM
<u>NOTE</u>	:	Applications must be submitted on the new Prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department

or from the website www.kznhealth.gov.za. The applications received on the incorrect (Z83) will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. A letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. The Reference Number must be indicated in the column (Part A) provided on the Z83 Form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. People with disabilities should feel free to apply for the post. 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, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). 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. Applicants in possession of foreign qualification if shortlisted will be required to produce an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted) All employees in Public Service that are presently on the same salary level but on a notch /package above of the advertised post are free to apply. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints, no S&T and no Resettlement allowance claims will be considered for payment to candidates who are invited for an interview. NB: Preference will be given to African Males and people with disabilities.

CLOSINGDATE : 26 July 2024

POST 25/09 : **OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALITY OPERATING THEATRE) REF NO. KH 04/2024**

SALARY : R656 964 – R748 683.per annum 8% inhospitable allowance of basic salary, 13th cheque, Medical aid (Optional), Home owner's allowance (employee must meet Prescribed requirements)

CENTRE : Kwa-Magwaza District Hospital (Theatre)

REQUIREMENTS : Grade 12 /Senior Certificate. Basic R425 Qualification (i.e., Diploma /Degree in General Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic nursing qualification in Operating Theatre Technique with a duration of at least one year accredited with the SANC. Current registration with the South African Nursing council for 2024. A minimum of nine (9) years appropriate experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate recognisable experience in the specific specialty after obtaining the one year post basic qualification in the relevant speciality. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates. Knowledge and skills training and competencies required. In depth knowledge of nursing legislation and related legal and ethical practices, In depth knowledge of Prim-and Health care protocols and guidelines, Basic understanding and knowledge of HR and financial policies, Good report writing and facilitation skills, Knowledge and experience of Public Service Policies, Acts and Regulations, knowledge of SANC rules and regulations. Sound knowledge of scope and practice. Good communication, leadership, interpersonal and problem solving. knowledge of code of conduct and labour relations. Ability to function well within the team. Conflict management and negotiation skill. Decision making and problem solving skills. Skills in organising, planning and supervising. Knowledge of Batho Pele principles Good and patient rights charter. Recommendation Computer literacy At least 3 years of experience in a supervisor's capacity will be added as an advantage.

- DUTIES** : Provide effective management and professional leadership. Ensure supervision of operating theatre and CSSD personnel. Plan, Organized and manage multi-disciplinary team at unit level to ensure good nursing care proper nursing service in the unit. Monitor and evaluate work to ensure the attainment of unit objective. Deal with negative incidence, including Patient safety incidents record and report them appropriately. Participate actively I the implementation of ideal Hospital and OHSC norms and standards. Display a concern for patients, promoting patient advocate and facilitating proper treatment and care ensuring that the unit adheres to the principle of Batho Pele. Demonstrate and understanding of Nursing legislation and related legal and ethical Nursing practices. Perform a clinical nursing practice in accordance with the scope of practise and nursing standards as determined by the relevant health facility. Ability to plan and organized work and that of support personnel to ensure proper nursing care. Participate in quality improvement initiative including patients record Audits. Ensure implementation of EPMDS, grievance and disciplinary procedure Monitor implementation of professional and ethical guidelines. Ensure efficient and effective utilization of financial human and material resources.
- ENQUIRIES** : Ms NI Mthethwa Tel No: 035 450 8294
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: KwaMagwaza Hospital Private Bag X808, Melmoth,3835, hand delivered to KwaMagwaza Hospital KwaMagwaza Road or Email to KwaMagwazaHospital.HRJobApplications@kznhealth.gov.za
- FOR ATTENTION** : Assistant Director: HRM
- NOTE** : Applications must be submitted on the new Prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The applications received on the incorrect (Z83) will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. A letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. The Reference Number must be indicated in the column (Part A) provided on the Z83 Form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. People with disabilities should feel free to apply for the post. 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, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). 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. Applicants in possession of foreign qualification if shortlisted will be required to produce an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted) All employees in Public Service that are presently on the same salary level but on a notch /package above of the advertised post are free to apply. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints, no S&T and no Resettlement allowance claims will be considered for payment to candidates who are invited for an interview. NB: Preference will be given to African Males and people with disabilities.
- CLOSING DATE** : 02 August 2024
- POST 25/10** : **PROFESSIONAL NURSE SPECIALTY (GRADE 1-2) REF NO. KH 03/2024 (1 POST)**
- SALARY** : Grade 1 R451 533 – R530 376.per annum
Grade 2 R553 545 – R686 211. per annum 8% inhospitable allowance of basic salary, 13th cheque, Medical aid (Optional), Home owner's allowance (employee must meet Prescribed requirements)
- CENTRE** : Kwa-Magwaza District Hospital (Maternity Ward)

- REQUIREMENTS** : **Grade 1** Grade 12 /Senior Certificate. Basic R425 Qualification (i.e., Diploma /Degree in General Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. One year post basic qualification in (Maternity). Current registration with the SANC (2024) As a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates. **Grade 2** Grade 12 /Senior Certificate. Basic R425 Qualification (i.e., Diploma /Degree in General Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. One year post basic qualification in (Maternity). Current registration with the SANC (2024) As a Professional Nurse. A minimum of fourteen (14) years actual service and or/appropriate /recognizable experience after registration as professional Nurse with the SANC in General Nursing. At least ten (10) years of this period must be appropriate /recognizable experience in Maternity after obtaining the relevant 1 year post basic qualification required for the relevant speciality. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service) will be only required from shortlisted candidates. Knowledge, skills training and competencies required, knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S act Batho Pele Principles and patients Right charter, Labour Relations. Act, Grievance Procedure etc. Leadership, organizational decision making and problem solving, conflict handling and counselling. Good listening and communication skills. Good insight of procedures and policies pertaining to nursing care and ability to Assist in formation of patient care related policies.
- DUTIES** : Assist in planning and monitoring of the objectives of the unit. Provide therapeutic environment for the staff, patients and public. delegate duties to staff and support them in the execution of holistic service delivery. Liaise and communicate with the multi-disciplinary team within the hospital. Assist with the allocation of duties on day to day basis for both day and night staff. Assist in the record keeping and providing statistical information on training of staff. Assist in doing EPMDS for staff below him/her. To order and monitor levels of consumables according to norms and standards. To check all equipment for functionality and refer to those who need repairs. Do daily emergency trolley check and replenishment. To complete patient related data in relevant tools. Relieve the Operational Manager duties and act as shift leader when on duty. To maintain professionalism and ethics in the department. Exercise control measures for resources in the unit.
- ENQUIRIES** : Ms NI Mthethwa Tel No: 035 450 8294
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: KwaMagwaza Hospital Private Bag X808, Melmoth,3835, hand delivered to KwaMagwaza Hospital KwaMagwaza Road or Email to KwaMagwazaHospital.HRJobApplications@kznhealth.gov.za
- FOR ATTENTION** : Assistant Director: HRM
- NOTE** : Applications must be submitted on the new Prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The applications received on the incorrect (Z83) will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. A letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. The Reference Number must be indicated in the column (Part A) provided on the Z83 Form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. People with disabilities should feel free to apply for the post. 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, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). 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.

Applicants in possession of foreign qualification if shortlisted will be required to produce evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted) All employees in Public Service that are presently on the same salary level but on a notch /package above of the advertised post are free to apply. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints, no S&T and no Resettlement allowance claims will be considered for payment to candidates that are invited for an interview. NB: Preference will be given to African Males and people with disabilities.

- CLOSINGDATE** : 26 July 2024
- POST 25/11** : **PROFESSIONAL NURSE SPECIALTY – ADVANCED MIDWIFERY (PMTCT)**
REF: DANHC 04/2024 (1 POST)
- SALARY** : Grade 1: R451 533 – R530 376.per annum
Grade 2: R553 545 – R686 211. per annum Other benefits: 13th Cheque, Medical Aid (Optional), Inhospitable Allowance: 8% and Housing allowance: Prescribed requirements to be met.
- CENTRE** : Nelliesfarm Clinic
- REQUIREMENTS** : **Grade 1:** Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. One year post basic qualification in Advanced Midwifery and Neonatal Science. **Grade 2:** Experience: A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General nursing, of which at least 10 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Advanced Midwifery and Neonatal Science. Standard 10/Grade 12(Senior Certificate). Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 year post basic qualification with duration of at least 1 year accredited with SANC. Current registration with SANC as Professional Nurse and Advanced Midwifery and Neonatal Science with minimum of 4 years appropriate/recognisable experience after registration as a Professional Nurse in General Nursing. Current registration with SANC as a Professional Nurse (2024). Knowledge, Skills, Training and Competencies Required For The Post Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patients’ Rights Charter, Labour Relations etc. Disciplinary code, Human Resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Experience in maternity department. Sound knowledge of the health programmes run at the PHC level. Knowledge of nursing care process and procedures and other legal framework. Ability to relieve in the service areas. Co-ordination and planning skills. Team building, cross cultural awareness and supervisory skills. Good communication and problem solving skills. Conflict management and negotiation skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationships and listening skills.
- DUTIES** : Key Performance Areas Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that lead to improved service delivery by upholding Batho Pele principles and patients right. Ensure and advocate for the provision of patient’s needs. Improve perinatal mortality and morbidity through implementation of priority programmes e.g. EMTCT, CARMA, MBFI and ESMOE. Provide and manage all resources within the unit cost effectively and ensure optimum service delivery. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of safe and therapeutic environment for patients, staff and public through implementation of Infection Control and prevention, Occupational Health and Safety Act and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure provision of accurate statistical information for data management. Assist in the implementation of norms and standards and ideal clinic. Provide adequate and health education,

awareness and involved in campaigns. Promote women's, mother and child health. Advocate for the nursing profession by promoting Professionalism and Nursing Ethics.

- ENQUIRIES** : Mrs BA Mbatha: Tel (034) 621 6100
- APPLICATIONS** : All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080 Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za
- FOR ATTENTION** : Mrs DBP Buthelezi
- NOTE** : Applications must be submitted on the prescribed application for employment form (Z83-fully completed) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents and proof of current registration with the respective council on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. 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 and citizenship, verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). 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. Preference Will Be Given to African Male
- CLOSING DATE** : 26 July 2024
- POST 25/12** : **CLINICAL NURSE PRACTITIONER (HIGH TRANSMISSION AREA(HTA))**
REF NO: KCD 09/2024
- SALARY** : Grade 1: R451 533 - R530 376.per annum
Grade 2: R553 545 - R686 211. per annum 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements)
- CENTRE** : Umfolozi Sub-district 1 CNP (Nseleni CHC)
Umhlatuze Sub-district 2 CNP (Ngwelezana Hospital)
- REQUIREMENTS** : **Grade 1:** Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 4 years appropriate/ recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. Current registration with SANC (2024). **Grade 2:** Matric Certificate or Grade 12 (Senior Certificate). Diploma or Degree in Nursing Science that allows registration with SANC as a Registered Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Minimum of 14 years appropriate/ recognizable experience in nursing after registration with SANC as a Registered Nurse in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current registration with SANC (2024). Recommendation: Valid Drivers' License and Professional Driving Permit. Computer Literacy MS Office Software Applications
- DUTIES** : Provision of quality nursing care through implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. Participate in quality improvement programmed and clinical audits. Identify risks and develop risk management systems for patient care. Provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and safety act and all other applicable prescripts. Maintain accurate and complete patient records according to the legal requirement Exercise control over discipline, grievance and labour relations related issues in line with laid down policies and procedures of managing workplace discipline. Manage and supervise effective utilization of all allocated resources. Implement and monitor infection prevention and control protocols. Provision of effective and efficient

information management systems. Maintain constructive working relations with nursing and other members of the multidisciplinary team.

**ENQUIRIES
APPLICATIONS**

: Mr MN Mbatha Tel No: 035 787 6203
: Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address KingcetshwayoDistrictHealth.HRJobApplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs

**FOR ATTENTION
NOTE**

: Mr MTR Nzuzwa
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. 7Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. 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. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. 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.

CLOSING DATE

: 26 July 2024