



## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 03 OF 2024**

**DATE ISSUED 26 JANUARY 2024**

### **1. Introduction**

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

### **2. Directions to candidates**

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

### **3. Directions to departments**

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

### **4 SMS pre-entry certificate**

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

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

**OTHER POSTS**

<b><u>POST 03/42</u></b>	:	<b><u>PHARMACIST REF NO: NDH02/2024 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R768 489 – R814 437 per annum Grade 2: R830 751 – R880 521 per annum Grade 3: R906 540 – R961 614 per annum Other Benefits: 13th cheque, housing allowance (employees must meet the prescribed requirements), (medical aid optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Northdale Hospital <b>Grade 1:</b> No experience required. Grade 12 certificate or equivalent. Degree in pharmacy. Registration certificate with SAPC as a Pharmacist. Current registration with SAPC 2024. Non-South African citizen applicants, need to have a valid work permit in compliance with HR circular 49 of 2008 obtainable from any government department. <b>Grade 2:</b> 5 years' experience after registration with SAPC as a Pharmacist. Grade 12 certificate or equivalent. Degree in pharmacy. Registration certificate with SAPC as a Pharmacist. Current registration with SAPC 2024. Non-South African citizen applicants, need to have a valid work permit in compliance with HR circular 49 of 2008 obtainable from any government department. <b>Grade 3:</b> 13 years' experience after registration with SAPC as a Pharmacist. Grade 12 certificate or equivalent. Degree in pharmacy. Registration certificate with SAPC as a Pharmacist. current registration with SAPC 2024. Non-South African citizen applicants, need to have a valid work permit in compliance with HR circular 49 of 2008 obtainable from any government department. Recommendations: A valid code 08 driver's license. Ability to use Rx Solutions dispensing and stock control modules. Knowledge, Skills, and Experience: Knowledge of Pharmaceutical services policies, approaches and procedures. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice, District Health System, Essential Drug List, Norms & Standards, and the National Drug Policy. Knowledge of financial management. Knowledge of and / or experience in the outpatient, inpatient service, and Pharmacy store. Knowledge of the principles of drug therapy and the functions and operations of a Drug and Therapeutics Committee. Excellent communication and computer skills, project, and time management skills. Commitment to service excellence, good supervisory, analytical and team building skills. Ability to manage conflict and apply disciplinary procedures. Knowledge of Policies and procedures pertaining to stock control. Good team building, problem solving and leadership skills.
<b><u>DUTIES</u></b>	:	Provide a comprehensive pharmaceutical service to patients, wards and departments as per the GPP and scope of practice of a pharmacist. Evaluation of the patient medicine related needs by determining the indication, safety and effectiveness of the prescribed therapy. Prepare, compound, prepack / repack, label and dispense all patient prescriptions (Outpatients and TTO's), ward / department stock issues. Furnishing of information and advice to any person with regards to safe and effective use of medicines. Provide comprehensive patient counselling and liaison with clinicians to ensure best therapeutic outcomes. Determining adherence to therapy and provide necessary follow up to ensure best therapeutic outcomes. Promote rational use of medicines. Supply of schedule 5 and 6 medicines including the recording and balancing of the schedule 5 and 6 registers. Stock management (ordering, receipt, issue, control, maintaining stock levels, record-keeping and storage of pharmaceuticals and non-pharmaceuticals). Review and update of section and ward order requisition sheets, stock levels, obsolete, low demand, new formulary medicines, repeatedly requisitioned medicines, out of stock medicines. Monitor supplier performance and report stock outs. Implement measures to minimize pharmaceutical waste. Waste Management, Occupational Health and Safety compliance, Infection Prevention and Control. Medicine Utilization Reviews and Prescription Audits. Deputize for the Pharmacy supervisor when required. Develop and review departmental policies and standard operating procedures (SOP). Supervise and train staff in accordance

with departmental policies and SOPs. Co-ordination of activities/ participation in the Pharmacy Therapeutics Committee, Anti- Microbial Stewardship committee, Risk Management Committee, Waste Disposal. Take part in activities and organisation of the Pharmacy month. Ensure necessary ordering procedures are in place for wards, departments and PHC facilities to ensure appropriate usage of medicine. Perform ward rounds, and ward checks. Ensure security of pharmaceutical stock is maintained at all times. Evaluate and manage staff performance within your area, comply with the performance management and development system. Participate in Continuous Professional Development, in-service training, and register as a tutor for the purposes of training Pharmacist Assistants and Pharmacist interns. Collection and recording of statistics and information. Compilation of reports. Participate in Quality Improvement Programmes. Perform audits and surveys. Perform monthly PHC supervisory support visits. Participate in marketing of the CCMDD programme activities. Perform overtime, and standby duty.

- ENQUIRES** : Mr LS Mbatha Tel No: (033) 397 6506
- APPLICATIONS** : All applications to be posted to: The Human Resource Department, Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3201.
- FOR ATTENTION** : Mrs NR Madlala
- NOTE** : NB: Applicants are submitting Z83 and CV only. Only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR.
- CLOSING DATE** : 09 February 2024
- POST 03/43** : **OPERATIONAL MANAGER-PHC (GATEWAY CLINIC) REF NO: APP/01/2024**  
Component: Nursing-PHC
- SALARY** : R627 474 – R703 752 per annum. Other Benefits 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 8%
- CENTRE** : Appelsbosch Hospital
- REQUIREMENTS** : Grade 12 (Senior Certificate). Degree/National Diploma in General Nursing and Midwifery. Current registration with SANC (2024) as a Professional Nurse and Midwifery. A Post basic nursing qualification with a duration of at least 1 year in Curative skills in Primary health Care accredited with SANC. A minimum of nine (09) years appropriate/recognisable experience in nursing after registration as Professional nurse with SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one (1) year post-basic qualification in the relevant specialty. Current and previous work experience endorse by Human resource. When shortlisted you are to bring all the required documents. Recommendations Computer literacy. Valid Driver's license Code C1 (10). Knowledge, Skills, Training, and Competencies Required: Knowledge of Nursing Care process and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes. Good verbal and written communication and report writing skills. Knowledge of code of conduct, Labour relations, conflict management and negotiations skills. Ability to function within the team. Skills in organizing, planning, co-ordinating and supervising. Knowledge of National Core Standards, Batho Pele Principles and Patient's Right Charter.
- DUTIES** : Accelerate implementation of PHC re-engineering. Reduce the burden diseases. Achieve universal health coverage, access to quality essential health care service and safe, effective, quality essential medicines and vaccines. Provide strategic leadership in the delivery of integrate sub district health services based on a relevant policy imperative. Ensure adequate control, management and allocation of Human, Financial and material resources. Facilitate that clinic has functional clinic committee and ensure community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise

and monitor staff performance according to EPMDs. Deal with disciplinary grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical service, educational services and be involve in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyse and interpret statistic including PHC programme indicators. Participate in operation and maintenance of Ideal Clinic Programme and Core standards in facility. Coordinate and manage the provision of the service to manage COVID-19 pandemic. Support PHC re-engineering by ensuring that outreach teams are functional. Participate in clinical audit and quality improvement programmes. Mentor and teach staff, patients and their relatives. Maintain accurate record keeping according to legal requirements/prescript.

- ENQUIRIES** : Mr SM Ntuli: Deputy Manager Nursing-PHC Tel No: (032) 294 8000
- APPLICATIONS** : Applications should be forwarded to: The Chief Executive Officer, Private Bag X215, Ozwathini, 3242.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : NB: Applicants are encouraged to hand delivered or courier their applications this office will not be responsible for late or lost applications due to unreliable post office. Equity target: African male.
- CLOSING DATE** : 09 February 2024
- POST 03/44** : **OPERATIONAL MANAGER –GENERAL STREAM (NIGHT DUTY) REF NO: MOSV 01/2024 (X1 POST)**
- SALARY** : R497 193 per annum. Other Benefits: 13th Cheque Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements) 12% Rural Allowance.
- CENTRE** : Mosvold Hospital
- REQUIREMENTS** : Grade 12 (Senior Certificate) Standard 10 Degree/Diploma in General Nursing and Midwifery, Registration as a Professional Nurse with SANC in General Nursing and midwife; A minimum of 7 years appropriate/recognizable experience in General Nursing after registration as a Registered Nurse, Professional Nurse with SANC in General Nursing; Current SANC registration (2024) will be required only when shortlisted. Recommendations: 3 years' management experience/unit management, Degree/Diploma in Nursing Administration. Knowledge, Skills, Training and Competences Required: Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual' cultural and racial differences, Human Resource and financial management skills; Sound knowledge of disciplinary processes and grievance procedures; Knowledge of nursing care process and procedures. Sound knowledge of all legislation and regulations applicable to the health services and nursing status.
- DUTIES** : Ensure adequate supervision of staff and provision of quality patient care in efficient and cost-effective manner. Facilitate and strengthen implementation of health care service delivery policies procedures. Prioritize Ideal hospital and maintenance realization, Batho Pele Principles, Quality improvement initiatives including national priority program plans of NCS and National Health. Manage and monitor proper utilization of Human and financial resources. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of Nursing plan and evaluation. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Co-ordinate the supervision of midnight statistics from the wards to the Head Office. Maintain a positive and caring attitude and facilitate constructive relationship with others as per code of conduct. To relieve in day duty services in cases of shortage as requested by Deputy Manager Nursing or Assistant manager nursing.
- ENQUIRIES** : All enquiries should be directed to Mr MK Khanyile Tel No: (035) 591 0122
- APPLICATIONS** : All applications must be addressed to Mosvold Hospital, Private Bag X02211, Ingwavuma, 3968 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to [SIndokuhle.sithole@kznhealth.gov.za](mailto:SIndokuhle.sithole@kznhealth.gov.za)
- NOTE** : Applications must be submitted on the new 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 and fully completed, dated and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on Z83 e.g. Reference number (MOSV/01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post. The employment equity target for this post is African Male.

- CLOSING DATE** : 09 February 2024
- POST 03/45** : **CLINICAL PROGRAMME COORDINATOR (IPC) REF NO: MOSV02/2024 (X1 POST)**
- SALARY** : R497 193 - R559 686 per annum. Other Benefits: Housing/Homeowners Allowance, 13th Cheque, Medical Aid (Optional), ISRD NODE (12%)
- CENTRE** : Mosvold Hospital
- REQUIREMENTS** : Grade 12/ Standard 10 (Senior Certificate). Basic R425 qualification Degree/ Diploma: General Nursing or Equivalent qualification that allows registration with (SANC) as a General Nurse and Midwife. Proof of current registration with South African Nursing Council (2024 Receipt) will be required only when shortlisted. A minimum of 7 years' experience appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Valid Drivers' License- please note it is imperative that the successful candidate has a valid driver's license as he/ she will be traveling regularly to Clinics and District Office will be required Only when shortlisted. Certificate of service from previous and current employer endorsed and stamped by HR will be required only when shortlisted. Recommendations: Certificate in infection Prevention and control. Computer literacy. Knowledge, Skills Training and Competencies Required: Knowledge of Nursing Care Processes and Procedures, Nursing Statutes and other relevant Legal Frameworks i.e. Nursing Act, Infection Prevention and control, Occupational Health and Safety Act. Patients Right Charter, Batho Pele Principals, Public Services regulations, Labour Relations, Human Resource and Grievance Procedures etc. Work effectively and amicably at supervisory level, demonstrating leadership, organizational decision making and problem-solving abilities. Demonstrate good report writing and presentation skills as a communication strategy to enhance service delivery. Financial and budget knowledge pertaining to the relevant resources under management. Knowledge about Norms and Standards/Ideal hospital/Ideal clinic related to Infection Prevention and Control.
- DUTIES** : Ensure that the development, implementation and review of infection Prevention and Control guidelines, protocols, norms, and standards are in line with current standards of practice regulations and the objectives of service. Provide professional and technical support for the provision of quality patient care through proper management of relevant Programmes e.g. Regular audits, accurate record keeping; identify health indicators and risk factors, in-service training/ health education for all staff and clinics on infection Control and Prevention. Surveillance of health care associated infections, anti-microbial resistance, and notifiable conditions. Establish, maintain, and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care e.g. attend meetings, participate with the members of the health team in decision making pertaining to health care delivery, consult/ liaise with organizations and special

interest group. Coordinates functions and activities of the infection prevention and control. To ensure a high standard of infection prevention and control by monitoring infection risks to patients, visitors, and Health Care Workers. Ensure a high standard of thoroughness and accuracy in minimizing further transmission of communicable diseases. Promote intersectional liaison. Inculcates in every employee, patient, and their families the knowledge, interests and alertness to principles.

**ENQUIRIES** : All enquiries should be directed to Mr MK Khanyile Tel No: (035) 591 0122  
**APPLICATIONS** : All applications must be addressed to Mosvold Hospital, Private Bag X02211, Ingwavuma, 3968 or Hand delivered to Human Resource Office. NB: Due to delays at Post Office applicants are encouraged to hand deliver, courier the applications or email to [Slindokuhle.sithole@kznhealth.gov.za](mailto:Slindokuhle.sithole@kznhealth.gov.za)

**NOTE** : Applications must be submitted on the new Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –[www.kznhealth.gov.za](http://www.kznhealth.gov.za) must be accurately and fully completed, dated and signed. Reference Number must be indicated in the column provided on the form Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The reference number must be indicated in the column provided on Z83. e.g. Reference number (MOSV/01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the employment verification following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post. The employment equity target for this post is African Male.

**CLOSING DATE** : 09 February 2024

**POST 03/46** : **PROFESSIONAL NURSE - SPECIALTY REF NO: CTK 47/2023**  
Branch: Human Resources

**SALARY** : Grade 1: R431 265 – R497 193 per annum  
Grade 2: R528 696 - R645 720 per annum

**CENTRE** : Christ The King Hospital

**REQUIREMENTS** : **Grade 1:** Matric /Senior Certificate or equivalent qualification. Degree/Diploma in General Nursing. One (1) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current registration with South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Advanced Midwifery and Neonatology Nursing Science. Certificate of service endorsed by Human Resource department (certificate of service). **Grade 2:** Matric /Senior Certificate or equivalent qualification. Degree/Diploma in General Nursing. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in Advanced Midwifery and Neonatology Nursing Science. Certificate of service endorsed by Human Resource department. Knowledge, Skills, Competencies and Training Required: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organisational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public

		Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.
<b><u>DUTIES</u></b>	:	Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Provide a therapeutic environment for staff, patients and public. Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction, and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.
<b><u>ENQUIRIES</u></b>	:	Miss MNL Mthembu – DMN Tel No: (039) 834 7500
<b><u>APPLICATIONS</u></b>	:	Applications may be forwarded to: Assistant Director - HRM, Private Bag X542, Ixopo, 3276 or hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276
<b><u>FOR ATTENTION</u></b>	:	Mr. ZC Mhlongo Human Resources, Tel No: (039) 834 7500
<b><u>NOTE</u></b>	:	The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA)to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constrains no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. 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.
<b><u>CLOSING DATE</u></b>	:	09 February 2024
<b><u>POST 03/47</u></b>	:	<b><u>LECTURER: ADVANCED DIPLOMA IN MIDWIFERY REF NO: HRM 95/2023 (X1 POST)</u></b> Directorate: Nursing College
<b><u>SALARY</u></b>	:	Grade 1: R431 265 - R497 193 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner Allowance On Application-Employee Must Meet Prescribed Requirements
<b><u>CENTRE</u></b>	:	King Edward VIII Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Grade 12 Plus. A Diploma /Degree in Nursing and Midwifery or equivalent qualification registered with the South African Nursing Council (SANC) as a Professional Nurse Plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) Plus Post Basic qualification in Midwifery and Neonatal Nursing Science Plus. Current registration (2023) with South African Nursing Council Plus in possession of an unendorsed valid RSA Driver's License (Code EB) Plus A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council. (In the case of grade 1 PND 1) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing and Midwifery of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (In the

case of grade 2 PND 2). Recommendation: Master's degree in Nursing, Basic Computer Literacy. an unendorsed valid RSA Driver's License (Code EB) Plus. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Principal of the Campus and will be responsible to coordinate, implement and monitor and effective Clinical Training system, and as such, the ideal candidate must possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Have in-depth knowledge of procedures and process related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management. Possess good communication and interpersonal skills. Willingness to travel.

**DUTIES** : Provide effective and efficient clinical training of student midwives. Coordinate clinical learning exposure of student midwives between the campus and clinical area. Implement assessment strategies to determine student midwives' competencies. Develop/design, review and evaluate clinical evaluation tools. Implement the quality management system for the Nursing Education Institution. Implement the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus Support the mission and promote the image of the college. Exercise control over student midwives

**ENQUIRIES** : Mrs ES Biyela Tel No: (031) 360 3110  
**APPLICATIONS** : Hand delivered applications should be posted into the red box, next to the ATM in the Admin building. Please forward emailed applications to [thandeka.mkhonza@kznhealth.gov.za](mailto:thandeka.mkhonza@kznhealth.gov.za) and [kingedwardhospital.HRJobapplication@kznhealth.gov.za](mailto:kingedwardhospital.HRJobapplication@kznhealth.gov.za)

**FOR ATTENTION** : Mrs THF Mkhonza (HR Department)  
**NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications receive, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

**CLOSING DATE** : 23 February 2024

**POST 03/48** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 OR 2 REF NO: CBH01/ 2024 (X1 POST)**  
 Component: Occupational Health Services

**SALARY** : Grade 1: R431 261 –R497 193 per annum  
 Grade 2: R528 696 – R645 720 per annum  
 Other Benefits: Medical Aid: optional, Housing Allowance (employee must meet prescribed requirements), 13th Cheque and 8% Rural Allowance

**CENTRE** : Catherine Booth Hospital  
**REQUIREMENTS** : Standard 10 or Grade 12. R425 qualification Degree / Diploma in General Nursing and Midwifery. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing after registration as Professional Nurse with the SANC in General Nursing. Current SANC receipt 2024. One year Post Basic qualification in Occupational Health



<b><u>DUTIES</u></b>	: Nursing. Grade 2: a minimum of 14 years appropriate or recognizable experience. Certificate/s of service for current and/or previous experience endorsed and stamped by the employer. Verification of employment with duties performed and endorsed by HR Department. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work-related matters and to comply. High level of accuracy. Depth knowledge of Act, Policies, Procedures, Prescripts and Legislations.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Render an optimal holistic specialized nursing care to patients in the occupational health clinic. Ensure a daily effective functioning of the occupational health clinic Undertake risk assessment for Occupational diseases. Conduct mandatory medical assessment as per the provision of Occupational Health Act. Facilitate / conduct health education and social economical awareness. Compile and manage occupational health statistics and maintain good record keeping. Maintain accreditation standards by ensuring compliance with National Core Standards. Co-ordinate clinic activities and participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Ensure working equipment and machinery is available and functional at all times. Report challenges and deficiencies within the unit to the immediate supervisor. Attend to meetings, workshops and training and other functions as assigned by the Supervisor. : Mrs LS Zulu Tel No: (035) 474 8407 : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, UMLalazi Municipality Ward15, Amatikulu, 3801, email: <a href="mailto:samkelisiwe.ntuli@kznhealth.gov.za">samkelisiwe.ntuli@kznhealth.gov.za</a>
<b><u>NOTE</u></b>	: The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website- <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> , A comprehensive CV indicating three reference persons: Names and contact numbers .Applicants are not required to submit copies of qualifications, Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only, which may be submitted to HR on or before the day of an interview. It is applicant's responsibility who has the foreign qualification/s to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
<b><u>CLOSING DATE</u></b>	: 09 February 2024
<b><u>POST 03/49</u></b>	: <b><u>OCCUPATIONAL THERAPIST: GRADE 1–3 REF NO: NDH03/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R359 622 – R408 201 per annum Grade 2: R420 015 – R477 771 per annum Grade 3: R491 676 – R595 251 per annum Other Benefits: 13th cheque, housing allowance (employees must meet the prescribed requirements), (medical aid optional)
<b><u>CENTRE REQUIREMENTS</u></b>	: Northdale Hospital : <b>Grade 1:</b> No experience required. Appropriate qualification as an Occupational Therapist Plus current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist Plus experience with working with neurological impaired paediatric patients Plus driver's license. <b>Grade 2:</b> A Minimum of 10 years appropriate experience in Occupational Therapist after registration with the Health Professions Council of South Africa (HPCSA). Appropriate qualification as an Occupational Therapist Plus current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational

Therapist Plus experience with working with neurological impaired paediatric patients Plus driver's license. **Grade 3:** A Minimum of 20 years appropriate experience in Occupational Therapist after registration with the Health Professions Council of South Africa (HPCSA). Appropriate qualification as an Occupational Therapist PLUS current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist Plus experience with working with neurological impaired paediatric patients Plus driver's license. Knowledge, Skills and Experience: Sound knowledge and skill in OT paediatric and general diagnostic and therapeutic procedures. Skill and knowledge in the use of OT equipment and assistive devices. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solving and apply analytical processes to patient care. Supervisory skill for junior staff and students.

- DUTIES** : Provision of effective and comprehensive assessment and treatment for paediatrics and general occupational therapy services to all patients. Assessment and Treatment of patients in the Occupational Therapy Department. Manufacturing of splints and assistive devices when required. Wheelchair/Buggy Seating. Outreach to Community Clinics Monthly and conduct home visits as needed. Participate in Paeds Clinic on a weekly basis. Participation in Multidisciplinary Case Discussions. Assessment, treatment and report writing for Medico Legal Cases. Conduct herself with patients in a professional manner in order to minimize complaints by patients. To complete Administrative Responsibilities. Participate in IPC, Clinical Audit and waiting time surveys. Statistics, Complete personal statistics daily and submit on the first day of each month. Minute taking at Departmental Meetings one quarter per year. Compilation of waiting time survey one quarter per year. Clinical File Audits one quarter per month. Compile departmental statistics on a rotational basis, one quarter per year. Representing Department at meetings as delegated by Chief OT. To participate in Quality Improvement Projects. To assist with resource management in the occupational therapy department. Correct Documentation of Assistive Devices and Mobility Devices Issued to patients. Assist with the development of resources for the department. Quarterly stock takes of wheelchairs spares. Monthly stock takes on the Assistive Devices and splinting consumables. Monthly stock takes of wheelchairs. Monitor stock levels monthly of surgical and stationary stock and report to ordering staff member. To assist with the management of staff performance and skill development of staff. Participate in In-service Training Monthly including preparing and presenting topics. Maintain record of own CPD Training report to supervisor quarterly. Review own PDP half yearly/and submit to supervisor. Attend training on Batho Pele. Regular feedback sessions with direct supervisor (monthly).
- ENQUIRES APPLICATIONS FOR ATTENTION NOTE** : Dr L Meneses-Turino Tel No: (033) 397 6512  
: All applications to be posted to: The Human Resource Department, Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3201.  
: Mrs NR Madlala  
: NB: Applicants are submitting Z83 and CV (only). Only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR.
- CLOSING DATE** : 09 February 2024
- POST 03/50** : **PROFESSIONAL NURSE WITH MIDWIFERY - OBSTETRICAL DEPARTMENTS REF NO: NDH01/2024 (X4 POSTS)**
- SALARY** : Grade 1: R293 670 – R337 860 per annum  
Grade 2: R358 626 – R409 275 per annum  
Grade 3: R431 265 – R543 969 per annum  
Plus 13th cheque, medical aid (optional), housing allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Northdale Hospital  
: Senior certificate / grade twelve certificate or equivalent qualification. Diploma or Degree in General Nursing and Midwifery. Current registration with SANC as a general nurse and midwifery. Knowledge, skills, and competencies required for the post: Knowledge of Public Service Policies, Acts and regulations. Knowledge of

SANC rules and regulations. Good communication, leadership, interpersonal and problem-solving skills. Computer Literacy. Knowledge of Code of Conduct Labour Relations, Conflict management and negotiation skills. Ability to function well within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and Patients' Rights Charter. An updated knowledge of the priority programmes and the management thereof. Knowledge of ESMOE that is the essential steps in the management of obstetrical emergencies. Knowledge of Patient Safety Incidents and management thereof. Demonstrate a basic understanding of HR and financial policies and Practices. Must be able to handle surgical and obstetrical emergencies. Patient Safety Incidents.

- DUTIES** :
- Assist with the implementation of the UN Millenium Development Goals e.g. reducing child mortality and the Saving Mothers Initiative. Demonstrate effective communication with patients, supervisors, other Health Professionals, and junior colleagues, including report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably with persons of diverse Intellectual, cultural, racial or religious differences. Able to manage own work, time, and that of junior colleagues to ensure quality nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery. Co-ordinate the integration of MCWH. Improve maternal and child health by initiating all the relevant programmes. Enhance the Saving Mothers programme. Assist with the reduction of maternal and neonatal mortality and morbidity rates. Oversee the maternity department in the absence of the Operational Manager or when the need arises. Execute quality care in a specialized unit in accordance with the scope of practice and nursing standards. Manage peri-operative care delivery. Partake in the resuscitation and stabilizing of critically injured and ill patients. Participation in implementation of National Core Standards. Participate in clinical audits and data management meetings. Ensure accurate record keeping, Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Ensure self and staff development through in service training.
- ENQUIRIES** :
- APPLICATIONS** :
- FOR ATTENTION** :
- NOTE** :
- CLOSING DATE** :