



CIRCULAR OF VACANT POST

TO ALL HEADS OF INSTITUTION

CIRCULAR FOR VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted: -

- (a) Application for Employment form (Z83), obtainable from all Public Service Departments.
- (b) Curriculum Vitae

- 2. The reference number must be indicated in the column provided on the form new Z83 (e.g. MADNC 2024/1)**

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

Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not received any response after four weeks from the closing date of this advert, consider your application as unsuccessful.

The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship and previous experience verifications)

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively at all levels of different Occupational categories in the department.

NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T and Resettlement payment for attending interviews. Accommodation will only be allocated when it is available otherwise successful candidate must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation.

The closing date for applications is 27 December 2024

POST : LECTURER: PND1-PND2
NUMBER OF POSTS: 02
COMPONENT : Madadeni Campus
REFERENCE : MADNC 2024/1
REMUNERATION : R451 533 – 530 376(PND1) Per Annum – Basic Salary
R553 545 – R726 717(PND2) Per Annum- Basic Salary

OTHER BENEFITS : 13th Cheque, Medical Aid (Optional), Rural allowance
Housing Allowance – Employee must meet the prescribed requirements

MINIMUM QUALIFICATIONS REQUIREMENTS:

- Senior Certificate/Grade 12
- A Degree/ Diploma in Nursing: (General, Psychiatric and Community) and Midwifery **PLUS**
- A Diploma/Degree in Nursing Education registered with SANC
- Current Registration (**2024**) with SANC
- A minimum of **4 (four)** years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing (**in the case of Grade 1-PND1**)

OR

A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing of which ten (10) years of the period referred to above must be in Clinical Nursing and / or Nursing Education after obtaining the 1 year post qualification (**in the case of Grade 2 – PND2**).

- Unendorsed valid RSA Drivers license (EB/C1)
- Basic computer course
- Verification for relevant experience – as per HRM Circular 94/2008

RECOMMENDATIONS:

- Experience in Clinical Nursing Practice.
- Recommendation: Masters' Degree in Nursing,
- Basic computer course.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge of the relevant legislation, Acts, Prescripts and policy frameworks informing the area of operation.
- In-depth knowledge of procedures and processes related to nursing and nursing education.
- Sound knowledge and understanding of nursing code of ethics and professional practice.
- In-depth knowledge of teaching and clinical approaches.
- Good research and analytical skills.
- Competence in conflict management and problem solving skills.
- Good communication and interpersonal skills.
- Willingness to travel

KEY PERFORMANCE AREAS:

- Responsible to coordinate, implement and monitor an effective and efficient Clinical training system
- Provide effective and efficient clinical teaching of nurse learners.
- Develop/design, review and evaluate clinical evaluation tools
- Co-ordinate clinical learning exposure of nurse learner between the Campus and clinical area.
- Support the mission and promote image of the College/Campus
- Implement assessment strategies to determine nurse learners' competencies
- Exercise control over nurse learners.
- Implement the quality management system for the Nursing Education Institution

POST : Head Of Department – General/Student Support

NUMBER OF POSTS: 01

COMPONENT : Madadeni Campus

REFERENCE : MADNC 2024/02

REMUNERATION : R676 068 -794 622 Per Annum – Basic Salary

OTHER BENEFITS : 13th Cheque, Medical Aid (Optional), Rural allowance
Housing Allowance – Employee must meet the prescribed requirements

MINIMUM QUALIFICATIONS REQUIREMENTS:

- Senior Certificate/Grade 12
- A Degree/ Diploma in Nursing: (General, Psychiatric and Community) and Midwifery **PLUS**
- A Diploma/Degree in Nursing Education registered with SANC
- Current Registration (**2024**) with SANC **PLUS**
- A minimum of **NINE (9)** years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC
- At least **FOUR (4)** years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the post-basic qualification in Nursing Education.
- Unendorsed valid RSA Driver's license (EB/C1)
- Basic computer course
- Verification for relevant experience – as per HRM Circular 94/2008

RECOMMENDATIONS:

- Masters'Degree in Nursing
- A post-registration qualification in Nursing Management /Nursing Administration/ Health Service Management;
- Basic computer literacy course.

NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employers prior to the date of the interview.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

The incumbent of this post will report to the Principal of Madadeni Campus and will be responsible to coordinate, implement and monitor an effective and efficient clinical training system. The ideal candidate must:

- Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act,
- Have in-depth knowledge of procedures and processes related to nursing and nursing education and training.
- Possess sound knowledge and understating of nursing code of ethics and professional practice of the South African Nursing Council
- Thorough knowledge of curriculum development and review.
- Knowledge of procedures and processes related to coordination of Basic and Post-Basic Nursing including the Diploma in Nursing (General, Community, Psychiatry) and Midwifery, Diploma in Nursing, Higher Certificate in Nursing, Advanced Diploma in Midwifery and Post-Graduate Diploma's in Nursing.
- Possess proficiency in teaching and assessment in Nursing Education.
- Possess sound knowledge of planning , scheduling, implementation of nursing training programmes
- Possess sound conflict and decision-making/problem solving skills.
- Have good research and analytical skills
- Have excellent communication and presentation skills (both verbal and written).
- Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook.
- Good communication and interpersonal relations
- Ability to work within set deadlines.
- Willingness to travel

KEY PERFORMANCE AREAS:

- Coordinates the provision of education and training of student's nurses.
- Manages clinical learning exposure to students between college and clinical areas.
- Coordinates and ensure clinical accompaniment of students
- Coordinates the implementation of R171, including teaching and learning and assessment in the first to third year levels in the new programmes
- Develops and ensure implementation of quality assurance programmes
- Collaborates with other internal and external stakeholders and build a sound relationship within the Department.
- Supervision and management of performance and development of staff under your discipline in accordance with EPMDS policy
- Oversees the supervision of students
- Policy analysis and development
- Development and review of nursing curricula for all categories of training.
- Implements the new nursing programmes in line with SANC and CHE regulations.
- Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus.

- Provide academic and psychosocial support to students (both R171 & R1497)
- Participates in all governance structures of the College.

Enquiries: Mrs J.N. Mthembu - 034-3144431 / 034-3144617

Failure to comply with the above instructions will disqualify application

CLOSING DATE FOR APPLICATIONS: 27 December 2024

COMPLETED APPLICATIONS MUST BE FOWARDED TO:

POST

OR

HAND DELIVER TO:

**The Registrar: Academic (Mr ML Sithole)
Madadeni Nursing Campus
Private Bag X6642
NEWCASTLE
2940**

**Office No. GF5 (Registrar: Academic)
Madadeni Nursing Campus
Majuba TVET College Section 2 (CPD)
Dr Nelson Mandela Road
MADADENI
2951**

OR Email TO: lucky.sithole@kznhealth.gov.za

Original signed copy available on request

**J.N. MTHEMBU (MRS)
PRINCIPAL: MADADENI CAMPUS**