



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Private Bag X 9051, Pietermaritzburg, 3200
330 Langalibalele Street, Pietermaritzburg, 3201
Tel: 033-395 2465 Fax: 033-3426916
www.kznhealth.gov.za

DIRECTORATE:
Human Resource Management Services
Recruitment and Selection

Reference : HRM 7/1/2
Enquiries : Mr A Memela
Telephone : (033) 395 2055

20 DECEMBER 2024

**TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS**

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No.N05/2024

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of 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 Z.83), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
 - (b) Comprehensive CV (with detailed experience).
 - (c) Copies of Qualification, Registration Certificate with HPCSA and drivers licence need not be submitted when applying for employment.
 - (d) The communication from HR of the department regarding the requirements for certified 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.
 2. The Reference Number must be indicated in the column provided on the form Z.83.
- NB:
- (a) Failure to comply with the above instructions, faxed and e-mailed application will disqualify the applicants. Faxed and e-mailed applications will **NOT** be accepted.
 - (b) **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).**
3. Competency assessment and reference checking will be done as part of the selection process. (If applicable)

5. Further, it will be required from the respective successful candidates to enter into a permanent employment contract and a Performance Agreement with his/her immediate supervisor.
6. **Persons with disabilities should feel free to apply for any of the posts.**
7. 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.
8. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE FOR APPLICATION IS 10 JANUARY 2025

**HEAD OF DEPARTMENT: HEALTH
KWAZULU-NATAL**

DEPARTMENT OF HEALTH: KWAZULU-NATAL

(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.)

NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). 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 and e-mailed 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, 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 a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

POST : **MEDICAL OFFICER REFERENCE NO.M02/2024**

NO. OF POSTS : **01**

GRADE 1 : **R 949 146.00 per annum (No experience required)**

REQUIREMENTS FOR THE ABOVE POST:- •MBCHB qualification as a Medical Practitioner. **PLUS** •Current registration HPCSA as a Medical Practitioner. **PLUS** • Unendorsed valid Code B driver's license (Code 08).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Sound knowledge, experience and clinical skills in General Medicine, but especially in the following fields:
- Primary Health Care
- Antenatal and Postnatal care
- Child Health and IMCI
- HIV&AIDS and TB management
- Experience in MMC.
- Communicable and Non-Communicable Diseases
- Emergency Care
- Good communication and leadership skills
- Knowledge and understanding of National Health Insurance, Batho Pele Principles and Medical Ethics.
- A passion for teaching, mentoring and coaching in the PHC field.
- Fluency in the local languages
- General Practitioner within the District or neighbouring Districts
- A diploma in HIV/AIDS Care or Family Medicine will be an advantage.

KEY PERFORMANCE AREAS:

- The provision of promotive and preventive services as per Primary Health Care package of services taking into consideration the burden of disease of the community being served by the Facility.
- Use of clinical algorithms as per APC 101 Clinical Guidelines for the management of chronic non-communicable diseases and the management of chronic communicable diseases such as HIV, AIDS and TB Management of other minor ailments.
- Managing the health of women and children, including reproductive health services.
- Provision of rehabilitative services, such as adherence to referral protocols to all relevant points of service delivery, including community based rehabilitation services, CHC, district hospital and levels above: assessments and recommendations of disability grant applications; Provision of essential consumables, including spinal packs to persons with disabilities and information to patients, families, caregivers about rehabilitation services.
- Deliver services as per the service package of the relevant health facility.
- Give in-service training and support to nurses employed in the health facility.
- Ensure compliance with the Essential Medicine List (EML).
- Respond to emergencies, attend to victims and perpetrators of crimes, inter alia, sexual assault, rape, assault, drunken and negligent driving and any other Medico Legal Services required by the South African Police Services (SAPS).
- Complete documentation, as required by the SAPS in terms of the abovementioned Medico Legal matter, including giving testimony in court.
- Compliance with clinical governance requirements, such as appropriate record keeping and referral.
- At the request of and cost to the Department, attend training, orientation/ induction and meetings.
- Be prepared to drive to PHC Clinics.
- The incumbent will be accountable to the Clinic Operational Manager, Medical Manager and District Office.

POST : **CLINICAL NURSE PRACTITIONER: (x32 POSTS): REFERENCE NO. N32/2024**

GRADE 1 : R451 533.00 per annum

GRADE 2 : R553 545.00 per annum

CENTRE : **KING CETSWAYO HEALTH DISTRICT**

APPOINTMENT REQUIREMENT:

- Degree/Diploma in General Nursing **PLUS** 1 year post basic qualification in PHC.
- Registration with South African Nursing Council as a General Nurse, as a Primary Health Care Nurse.
- Current SANC Receipt 2024.
- A minimum of 14 years appropriate/recognisable experience as a General Nurse.
- Driver's license code 10 (C1) with PDP

GRADE1

Experience: A minimum of 4 years appropriate/recognized experience as a General Nurse and 1 year in the Specialty (Primary Health Care).

GRADE 2

Experience: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a 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 the relevant Specialty (Primary Health Care)

KEY PERFORMANCE AREAS:

- Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for primary health care facility.
- Render Comprehensive PHC Outreach Service as per Core Package by taking services near to the community
- Identify grey areas and be prepared to render services to such areas.
- Able to plan and organize own work and that of support personnel to ensure proper nursing care.
- Work as part of the multi-disciplinary team to ensure good nursing care to primary health care level.
- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, racial or religious differences.
- Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Demonstrate understanding of nursing legislation and related and ethical nursing practice within Primary health care environment.
- Demonstrate a basic understanding of HR and financial policies and practices.
- Good communication skills
- Good interpersonal skills

POS : PROFESSIONAL NURSE: GENERAL NURSING (x13 POSTS) : REFERENCE NO. N33/2024

CENTRE : KING CETSWAYO HEALTH DISTRICT

Grade 1 : R307 473.00 per annum, Experience: No experience required.

Grade 2 : R375 480 per annum

Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

Grade 3 : R451 533per annum

Experience: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

MINIMUM REQUIREMENTS:

- Grade 12 Certificate
- Degree/Diploma in General Nursing plus
- Current registration with SANC as General Nurse

KNOWLEDGE, SKILLS, TRAINING, COMPETENCIES REQUIRED:

- Knowledge of Public Service Policies, Acts and Regulations.
- Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills
- Ability to function within a team.
- Knowledge of Batho Pele principles and patients' rights charter

KEY PERFORMANCE AREAS: -

- Provision of quality nursing care through the implementation of standards.
- To develop and ensure implementation of nursing care plans.
- To participate in quality improvement programmes and clinical audit.
- To uphold the Batho Pele and patients rights charter principles.
- Maintain accurate and complete patient records according to legal requirements.
- Participate in staff, student and patient teaching.
- Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures.

POST : CLINICAL MANAGER GRADE 1: (2 POSTS): REFERENCE NO. N34 /2024

CENTRE : KING CETSWAYO HEALTH

GRADE 1 : R1 348 635.00 per annum

APPOINTMENT REQUIREMENTS: •MB ChB or equivalent degree **PLUS** •Registration with the HPCSA as a Medical Practitioner **PLUS** •A minimum of 6 years' appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner

KNOWLEDGE SKILLS AND COMPETENCIES: •

- Good knowledge of applicable legislation, regulations, national and provincial policies
- HPCSA regulations
- National norms and standards for relevant clinical results
- Patient rights responsibility Charter
- Internal and external policies
- Provincial drainage area mapping
- Local regulations and rules regarding administrative duties
- Institution's budget and PFMA
- Regulatory framework of the institution
- Labour Relations Act
- Code of Conduct
- National norms for relevant clinical results
- Strong leadership, organizational, operational and contingency planning skills
- Independent decision-making and problem solving skills
- Good interpersonal and communication skills
- Conflict management
- Medical/clinical skills
- Basic financial management
- Planning, organization and problem solving
- Analytical and creative thinking
- Reporting
- Administrative
- Verbal and written communication
- Interpersonal relations

KEY PERFORMANCE AREAS:

Ensure effective comprehensive clinical services with respect to patient care at inpatients, outpatients and outreach levels: •Consultation (examination, treatment) and assessment of patient's physiology and physical condition. •Diagnose patient's state of health
Briefing, informing, educating and counseling of patient and, where appropriate, relatives regarding prevention and treatment of patient. •Deal with emotional, social and physical aspects of the patient's disease. •Prescribe and administer medicine and treatment including minor surgical procedures. •Ensure continuous service delivery. •Manage an appropriate referral service to patients. •Ensure good clinical record keeping and feedback on discharge. •Ensure cost effective treatment of patients and that goals are met within the budget constraints. •Manage the outreach support to patients at clinics. •Manage Health Promotion programmes

Ensure an effective administered clinical department: •Provide expert input into the governance, administration and management of the institution and its associated services. •Assess ongoing staff and equipment needs. •Maintain good interpersonal relationships with all the members of institution. •Ensure safe medical practices in the institution to reduce the risk of medical legal cases as well as medical legal risk for patients. •Manage all medico legal functions in the clinical department of the institution

Effective education, training and research: - •Manage the practical training to medical interns/medical students and other personnel. •Manage the in-service training to community service doctors. •Plan and ensure that medical research work and development are undertaken. Undertake complex medical research work. •Study medical literature and do research. •Partake in projects at institutional and PHC

level e.g. data collection, analysis thereof and formulation of recommendations aimed at an optimal service provision within the budgetary constraints •Keep up to date with new developments in the medical management and management fields.

Ensure the development and implementation of quality assurance programs in line with Provincial, National and International standards: - •Manage the implementation of quality assurance programs. •Manage the formulation, implementation and monitoring of the execution of policies and protocols at institutional level. •Develop and implement operational plans and policies in line with the organisation's goals

POST : NURSING ASSISTANT x(3 POST): REFERENCE NO. N35/2024

CENTRE : KING CETSWAYO DISTRICT

SALARY : Grade 1: R165 177.00 per annum, No experience required

Grade 2 : R192 675.00 per annum, A minimum of 10 years appropriate/recognizable experience after registration with SANC as Nursing Assistant

Grade 3: R227 070.00 per annum, A minimum of 20 years appropriate/recognizable experience after registration with SANC as Nursing Assistant

MINIMUM REQUIREMENTS:

- Grade12/Matric PLUS
- Qualification that allows registration with the SANC as Nursing Assistant PLUS
- Current registration with SANC

KNOWLEDGE, SKILLS, TRAINING, COMPETENCIES REQUIRED:

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc.
- Elementary communication skills
- Elementary writing skills
- Ability to function as part of team
- Interpersonal skills

KEY PERFORMANCE AREAS: -

Assist patients with activities of daily living (physical care):

- Maintain hygiene of patient;
- Provide nutrition;
- Assist with mobility;
- Assist with elimination processes.

Provide elementary clinical nursing care:

- Measure, interpret record vital signs;
- Operate all relevant apparatus and equipment;
- Assist professional nurses with clinical procedures (i.e. administering of oral medication);
- Prepare patients for diagnostic and surgical procedures;

Maintain professional growth, ethical standards and self-development:

- Maintain the code of conduct as required in the Public Service and by the Professional Body;
- Seek learning opportunities, i.e. in-service training, courses.

POST : DIETICIAN: (x3 POSTS): REFERENCE NO N36/2024

CENTRE : KING CETSWAYO HEALTH

REQUIREMENTS FOR THE ABOVE POST: - • Bachelor of Science Degree in Dietetics or equivalent/Post graduate diploma in Dietetics or have completed a 4-year integrated course in Dietetics/Nutrition PLUS •Unendorsed valid Code B driver's licence (Code 08).

GRADE 1: R376 524.00 per annum No experience required after registration.

GRADE 2: R439 755.00 per annum

A Minimum of 10 years' appropriate experience in Dietician after registration as Dietician with the relevant body

GRADE 3: R514 785.00 per annum

A Minimum of 20 years' appropriate experience after registration as Dietician with the relevant body

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED: -

- Broad understanding of a broad range of therapeutic/nutrition conditions in both adults and paediatric clients which he/she must be able to identify/treat/follow-up and educate for home.
- Knowledge on the treatment of patients with varying disease conditions
- Sound insight into physical assessment of patient.
- A sound clinical knowledge of Human Nutrition and associated therapeutic nutrition interventions must be demonstrated

KEY PERFORMANCE AREAS

- Provide appropriate nutrition interventions following nutritional assessment to both in and outpatients.
- Provide patients with appropriate nutrition support in terms of counselling, oral supplementation or enteral feeding.
- Assist with the liaison with nutrition companies regarding the latest developments in the nutrition market.
- Develop [Maintain outpatient's services as required.
- Provides appropriate nutrition education presentations as in service training to other health professionals, peer reviewed seminars congress.
- Also contributes in turn to grand round presentations.
- Maintain CPD accreditation as stipulated by HPCSA.
- Maintain record, produce documents and complete other administrative duties as required.
- Responsible for sending production list of supplementary snacks to the Food Service daily

POST : PHARMACIST ASSISTANT (BASIC) : (x4 POSTS): REFERENCE NO. N37/2024

CENTRE : KING CETSWAYO HEALTH DISTRICT

SALARY : R 203 805.00 per annum

REQUIREMENTS FOR POST: -The appointment to Grade 2 requires Grade 12 qualification **PLUS**, Registration with SAPC as a Pharmacy Assistant (Basic) **Current registration as a Pharmacist Assistant (Basic) 2024**

RECOMMENDATIONS:

- Unendorsed valid Code B driver's licence (Code 08)

- Be computer literate with a proficiency in MS Office Software Applications.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED: -

- The incumbent of this post will report to the Pharmacy Manager and will be responsible to assist with provision of Pharmaceutical serve in order to facilitate the effective provision of Pharmaceuticals to the hospital and associated Clinics,
- The ideal candidate must possess knowledge mathematical ability and computer literacy.

KEY PERFORMANCE AREAS: -

- Prepacking of medication for patient use.
- Order medication from bulk store.
- Order labels from bulk store, Prepare documentation for pre-packing.
- Clean tablet counters and Spatulas.
- Manufacture or compound medication under the supervision of the pharmacist.
- Order raw materials from bulk store.
- Order labels from bulk store.
- Prepare manufacturing area.
- Close prepacking and manufacturing processes.
- Issue Chronic Medications to the Clinics.
- Order medicines from bulk store.
- Pack medicines for clinics.
- Review clinic orders.
- Organize for delivery of medicine to the clinics.
- Medicine information service.
- Regular in-service for staffs Health talks for patients.
- Provision of medicine information to Doctors and Nurses.
- Catalogue amendment notification and implementation.
- Maintenance of good housekeeping
- Clean shelves regularly.
- Assists in the cleaning of floors.
- Clean all refrigerators regularly, maintenance of schedule for cleaning.

POST : CLINICAL PROGRAMME COORDINATOR: (x1 POST) REFERENCE NO. N38/2024

GRADE 1: R520 560.00 per annum

CENTRE : KING CETSWAYO HEALTH DISTRICT

APPOINTMENT REQUIREMENT: •Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse PLUS
•Current registration with South African Nursing Council (SANC). •Minimum of Seven (7) years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing

NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:

Through knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as:

- Nursing Act
- Health Act Occupational Health and Safety Act
- Patient Rights Charter Batho Pele principles etc.
- Skills Development Act

- Public Service Regulations
- Labour Relations Act
- Disciplinary Code and Procedure
- Grievance Procedure
- Operational Management Skills
- Good Communication Skills
- Report Writing Skills
- Facilitation Skills
- Co-ordination Skills
- Liaison Skills
- Networking
- Problem Solving Skills
- Information Management
- Planning & Organising skills
- Computer Literacy skills
- People Management
- Conflict Management
- Change Management
- Knowledge Management

KEY PERFORMANCE AREAS: -

Facilitate and oversee the development of operational/business plans to give strategic guidelines:

- Align individual performance to the strategic business objectives as outlined in the component's balance scorecard
- Oversee the development and implementation of policies, directives, acts and regulations

Maintain standards and norms of nursing practice to promote the health status of health care users:

- Utilise the Nursing Act, Regulations, Code of Ethics and Professional Practice of the SANC and the body of scientific knowledge in service rendering.
- Conduct staff meetings to disseminate information such as new developments on policies and guidelines
- Monitoring and evaluation of maintenance of nursing ethos and professionalism
- Respond to queries and questions from relevant structures with regard to complaints of nurses conduct to patients

Manage and utilize resources in accordance with relevant directives and legislation:

Human

- Analyse staffing needs and develop a plan to meet the needs
- Deal with grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline
- Review, explore and utilize opportunities for professional development to enhance professional knowledge
- Contribute to the education and professional development of student and colleagues
- Initiate the recruitment and retention of competent nursing personnel
- Manage and monitor the implementation of the PMDS
- Facilitate training and development of nursing professionals and ensure capacity and development of staff
- Ensure delegation of activities commensurate with the abilities and scope of practice of other nurse practitioners
- Manage and monitor the implementation of a duty roster, leave schedules and attendance registers

Financial and Physical Resources

- Formulate and manage the component's budget against its strategic objectives and ensure proper utilization thereof
- Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure
- Ensure that spending is maximized in line with strategic objectives
- Monitor memorandums of understanding, service level agreements and expenditure review

Physical and material

- Initiate and identify ways of containing health care costs without compromising standards
- Monitor and report on the utilization of physical equipment

- Manage and control material resources and assets

Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes:

- Ensure the identification and outlining of objectives for the plan of care taking into consideration the capacity of clients
- Facilitate the auditing of clinical records by analyzing data.

Develop and implement quality assurance programmes, guidelines, protocols, norms and standards:

- Ensure the implementation of standards of practice and activities for patient care
- Participate in policy development and facilitate stakeholder participation to ensure that health care user's needs receiving attention
- Advocate for the rights of clients in the health care system

Utilise information technology (IT) and other management information systems to manage information for the enhancement of service delivery:

- Maintain the quality of data and information in documentary and electronic systems
- Evaluate the content of minimum program data sets and utilize it to compare interventions and outcomes

Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care.

- Develop good working relationships within the department and with stakeholders
- Participate with members of the health team in decision-making pertaining to health care delivery

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**POS : OPERATIONAL MANAGER NURSING (GENERAL UNIT) GRADE 1 & 2:
REFERENCE NO. N39/2024**

SALARY : GRADE 1: R520 560.00 per annum

CENTRE : KING CETSWAYO HEALTH DISTRICT

APPOINTMENT REQUIREMENT: • Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the nursing South African Council as a Professional Nurse **PLUS** Current registration with the South African Nursing Council (SANC) **PLUS** A minimum of 7 years appropriate/recognisable experience in nursing after registration and Professional Nurse with the SANC in General Nursing

NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:

Thorough knowledge of nursing care process and procedures, nursing statutes, and other relevant legal frameworks such as:

- Nursing Act
- Health Act
- Occupational Health and Safety Act
- Patient Rights Charter
- Batho Pele principles, etc
- Operational Management skills;
- Ability to interact with diverse stakeholders and health care users and givers;
- Good communication skills;
- Report writing skills;
- Facilitation skills;
- Coordination skills;

- Liaison skills;
- Networking;
- Problem solving skills;
- Information Management;
- Planning and Organising skills;
- Computer literacy skills

KEY PERFORMANCE AREAS: -

Manage and monitor proper utilization of human, financial and physical resources:

Human:

- Analyse staffing needs and develop a plan to meet the needs
- Allocate nursing personnel in different units and implement the PMDS
- Explore opportunities for development and ensure training and development of staff
- Deal with grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline
- Compile and control duty roster, leave schedule and attendance register.
- Monitor and ensure that all nurses are licensed to practice
- Delegate activities commensurate with the abilities and scope of practice of other nurse practitioners

Financial and Physical Resources:

- Participate in the development of business plans and promote ways of containing health care costs without compromising standards
- Motivate for relevant material resources
- Manage and control assets
- Develop business plans in line with strategic plans
- Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure
- Ensure that spending is maximized in line with strategic objectives

Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures:

- Facilitate the setting, review and update of patient care standards, policies and procedures
- Ensure the awareness, compliance and adherence to the relevant acts/prescripts applicable within the nursing environment
- Advocate for the rights of patients/clients and improvement of health care
- Develop and implement quality improvement plan
- Identify and develop nursing interventions to achieve expected outcomes
- Revise nursing interventions through comprehensive and ongoing assessment
- Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards
- Implement the Nursing Act and Regulations, Code of Ethics and Professional Practice of the South African Nursing Council
- Implement procedures that maintain effective infection control and occupational and safety measures in accordance with Occupational Health and Safety Legislation

Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care:

- Actively participate in the provision of nursing care to patients
- Treat complex health conditions presented at health care facilities
- Ensure the formulation of accurate nursing and health care diagnosis to clarify client's needs including learning, information and counselling
- Screen and diagnose complex ailments, health problems and diseases in accordance with prescribed norms and standards
- Assist in the development of a plan for prescribed treatment of common or minor primary health conditions in accordance with prescribed norms and standards
- Audit records by analysing data, identification of health indicators and risk factors as well as coordinate the conducting of client satisfaction survey

- Supervise the collection and analysis of data through community assessment and involve clients in assessing their health needs and provide advice during clinic visits.

Collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or

- maintain quality care
- Maintain the quality of nursing data and information and utilize it to advise, advance and evaluate the quality and cost-effectiveness of nursing care

Coordinate and monitor the implementation of nursing plan and evaluation thereof:

- Create an enabling environment that is therapeutic and meets the clients' need for privacy, confidentiality, wellbeing and dignity
- Perform interventions ranging from personal care with active involvement of patients and other members of the team
- Communicate the need for continuity of care to patients and health care givers at the various levels of community care
- Develop and document interventions and progress of patients to facilitate continuity of care
- Formulate and revise nursing interventions through comprehensive and ongoing assessment
- Develop and review the nursing care plan and make necessary changes so as to facilitate communication with other health care team members for continuity of care
- Supervise and evaluate the treatment of common and minor conditions

Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork):

- Collaborate with members of the health and social care teams and participate in decision making pertaining to health care delivery
- Consult within the multi-disciplinary health teams, organisations and special interest groups when dealing with community health issues and needs
- Disseminate information on epidemics, nutritional disease, maternal and infant morbidity and mortality and other common diseases
- Participate in multi-disciplinary quality assurance task teams
- Participate in peer review based on the agreed upon quality assurance monitoring indicators and tools

Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients:

- Take part in health promotion and illness prevention initiatives and assist in their evaluation
- Empower individuals, groups and communities in adopting healthy lifestyles and self-care
- Participate in health promotion and illness prevention initiatives
- Conduct nursing staff meetings to disseminate information such as new developments on nursing, policies, circulars, etc.
- Apply the scientific process of nursing and principles to the nursing care of individuals, groups and communities
- Review the effectiveness of the application of a scientific approach to nursing principles for quality care
- Communicate in a manner that facilitates empowerment of subordinates
- Contribute to the education and professional development of students
- Apply the principles of PHC in service rendering, for the maintenance of professional excellence

All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the Interview.

Competency and a battery of assessments and reference checking will be done as part of the selection process.

Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details.

Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address

HeadOffice.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 .

ALL APPLICATIONS SHOULD BE FORWARDED TO:- The Chief Director, Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200
OR Hand Delivered to : 330 Langalibalele Street, Natalia Building, **REGISTRY**, Minus 1: 1 North Tower.