



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

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DIRECTORATE:  
Human Resource Management Services  
Recruitment and Selection

Reference : HRM 7/1/2  
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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.N07/2024**

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](http://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**

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**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 :** **NURSING ASSISTANT (x3 POST): REFERENCE NO. N41/2024**

**CENTRE :** **ETHEKWINI HEALTH 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 : CLINICAL NURSE PRACTITIONER: (x6 POSTS): REFERENCE NO. N42/2024**

**SALARY : R451 533.00 per annum, PLUS 8% Rural Allowance 13<sup>th</sup> Cheque, Medical Aid (optional), And Housing Allowance**

**CENTRE : ETHEKWINI 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

**RECOMMENDATIONS:**

**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.
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**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

**POST : PROFESSIONAL NURSE: GENERAL NURSING: (x5 POSTS): REFERENCE NO. N43/2024**

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

**Grade 2: R375 480.00 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 533.00 per annum, Experience:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

**CENTRE : ETHEKWINI DISTRICT**

**MINIMUM REQUIREMENTS:**

- Grade 12 Certificate
- Degree/Diploma in General Nursing and midwifery.
- 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 : PROFESSIONAL NURSE (SPECIALITY – ADVANCED MIDWIFERY): (x4 POSTS) REFERENCE NO.N44/2024**

**SALARY : Grade 1: R 451 533.00 per annum, , (inclusive of benefits) 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements)**

Grade 2: R 553 545.00 per annum, (inclusive of benefits) 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements)

**CENTRE : ETHEKWINI DISTRICT**

**APPOINTMENT REQUIREMENT:**

- Grade 12 (Senior Certificate);
- Degree/Diploma in General Nursing and Midwifery Plus (1) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC;
- Proof of current registration with SANC as General Nurse and Advanced Midwifery (2023 receipt);
- Proof of current and previous work experience endorsed by Human Resource must be attached

**GRADE1**

A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

## **GRADE 2**

A minimum of 14 years appropriate/recognizable nursing experience in nursing after registration as Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science.

### **KEY PERFORMANCE AREAS:**

- Provide comprehensive quality maternal and child health care in a cost-effective and efficient manner;
- Provision of optimal holistic specialized nursing care self- standards within professional framework;
- Participating in data collection and comply with the flow thereof;
- Assist in planning organizing and monitoring of objectives of the specialized unit;
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery;
- Able to plan and organize own work and that of support personnel to ensure proper nursing care;
- Display a concern to patients promoting and advocating proper treatment and care including awareness and willingness to responds to patient's needs requirements and expectations of (Batho Pele);
- Participate in UTT implementation
- Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required;
- Render antenatal, labour post natal care and IMCI services;
- Ensure compliance with all National, Provincial and Professional prescripts/legislation;
- Participate in teaching of staff and mothers/relatives and mentorship of junior staff and trainees;
- Implement PPIP and CHIPP programmes;
- Adhere to the correct use of partogram;
- Ensure that the unit complies with NCS and Ideal Clinic;
- Implement plan of action in emergency situations according to protocols and guidelines;
- To attend monthly nursing and multidisciplinary meetings and implement action of plans;
- Ensure that MNCWH and MBFHI programmes and properly implemented;
- Conducts audit and implement quality improvement programmes;
- Effective utilization of resources.

### **KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:**

- Relevant legal framework such as Nursing Acts, Mental Act, OH&S Act, Batho Pele and Patients' Rights; Charter, Labour Relations Act, grievance procedure etc;
- Demonstrate understanding of nursing legislation and ethical nursing practices;
- Demonstrate a basic understanding of HR and financial policies and practices;
- Good communication skills;
- Good interpersonal skills;
- Team building and supervisory skills;
- Demonstrate knowledge of health related Acts and legal prescripts;
- Knowledge of COVID 19 protocols.

***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](http://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](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address**

[HeadOffice.HRJobApplication@kznhealth.gov.za](mailto: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](http://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.