



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 N09/2024

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) Copies of identity document, driver's license, highest educational qualifications and professional registration certificates and Curriculum Vitae.
 - (c) Such copies **need not** be certified when applying for a post. 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 : **PHARMACIST ASSISTANT: x1 POST: REFERENCE NO. N46/2024**

CENTRE : **UMGUNGUNDLOVU 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) 2021**

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 : DATA CAPTURER: (x3 POSTS): REFERENCE NO. G78/2024

SALARY : R183 279.00 per annum

CENTRE: UMGUNGUNDLOVU HEALTH DISTRICT

REQUIREMENTS FOR POST:

MINIMUM EDUCATION AND TRAINING

- NQF level 4 or 5/Senior Certificate/Grade 12/Standard 10/or equivalent

MINIMUM RELEVANT EXPERIENCE

- No previous experience required
- Experience in using Tier.net, WebDHIS would be an added advantage

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: -

- Knowledge of applicable computer software/applications, e.g. MSWord and MSEXcel
- Knowledge of applicable policies and tools
- Knowledge of clerical and administrative procedures
- Knowledge and understanding of the legislative frameworks governing the Public Service.
- Knowledge of storage and retrieval procedures in terms of the working environment
- Planning and organising
- Prioritising skills
- Information collection and management
- Problem solving
- Analytical skills
- Attention to detail
- Accurate keyboard skills
- Spelling and grammar skills
- Computer skills
- Data capturing skills
- Decision making skills
- Communication skills
- Report writing skills
- Multi-tasking skills
- Typing skills and finger dexterity
- Mathematical skills
- Good record keeping and administrative skills

KEY PERFORMANCE AREAS: -

Undertake timely and accurate capturing of data

- Receive documents for data capturing
- Prepare, compile and sort documents for data capturing
- Organise paperwork after entering data to ensure it is not lost
- Capture data from available records into the required formats, e.g. database, tables, spreadsheets
- Combine and rearrange data from source documents where required
- Import and export data between different databases
- Capture data for monthly and quarterly reports on all relevant electronic systems, e.g. WebDHIS
- Capture Antenatal HIV survey data on DHIS
- Populate standard monthly and quarterly reports with data obtained from WebDHIS that is relevant to the Institution

Verify the integrity of data

- Analyse and verify the integrity of data received by comparing previously submitted reports and statistics and with source documents
- Ensure that all sections have submitted data on a monthly and quarterly basis
- Monitor the completeness of WebDHIS data from the sections to ensure that all data elements are reported on
- Check the accuracy of data and correct incorrect data where necessary
- Check and query missing information and errors observed during data entry
- Obtain further information for incomplete documents

Provide support to end-users

- Compile monthly and quarterly reports
- Distribute reports to the relevant managers in the institution
- Follow-up on the submission of information from the various sections
- Submit the reporting template to Districts for monthly and quarterly reporting
- Submit Tier.Net progress reports to the District Office on a monthly basis
- Provide technical support to the managers at the institution on data systems (excluding IT support)
- Retrieve data from the databases or electronic files as requested
- Liaise with different units to collect data and information in the correct formats and within agreed timeframes
- Provide guidance to stakeholders on the data to be collected
- Attend data-related meetings and give feedback to the management team

Secure captured information in accordance with system specifications and protocols

- Perform regular backups to ensure data preservation
- Update registers and statistics on a regular basis and delete unnecessary files
- Ensure records and files are properly maintained, sorted and secured
- Store completed documents in designated locations
- Maintain registers or records of activities and tasks
- Comply with data integrity and security policies

POST : OPERATIONAL MANAGER NURSING (GENERAL UNIT): REFERENCE NO. N47/2024

GRADE 1 : R520 560.00 per annum

CENTRE : UMGUNGUNDLOVU 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

POST : **CLINICAL NURSE PRACTITIONER: (x1 POST): REFERENCE NO. N48/2024**

GRADE 1 : R451 533.00 per annum

GRADE 2 : R553 545.00 per annum

CENTRE : **UMGUNGUNDLOVU 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

POST : PROFESSIONAL NURSE: GENERAL NURSING: (x1 POST): REFERENCE NO. N49 /2024

CENTRE : UMGUNGUNDLOVU 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: PHARMACIST: (x1 POST): REFERENCE NO. N50 /2024

CENTRE UMGUNGUNDLOVU HEALTH DISTRICT

APPOINTMENT REQUIREMENT: - • Bachelor degree in Pharmacy, registration with SAPC as a Pharmacist, Current registration with SAPC as a Pharmacist.

GRADE 1: R804 609.00 per annum

One-year relevant experience after registration as a pharmacist with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

SALARY GRADE 2: R869 796.00 per annum

Five years' relevant experience after registration with SACP as a pharmacist. Six years' relevant experience after registrations as a pharmacist with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

SALARY GRADE 3: R949 146.00 per annum

Thirteen years' relevant experience after registration with SAPC as a pharmacist. Fourteen years' relevant experience after registration as a pharmacist with a recognized foreign health professional council in

respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

RECOMMENDATIONS: •Unendorsed valid Code B driver's licence (Code 08): •Be computer literate with a proficiency in MS Office Software Applications.

COMPETENCIES: Knowledge: •Knowledge of Pharmaceutical services, policies, procedures and legislations including the essential Drug lists. Excellent communication skills both written and verbal: •Ability to be active part of the multidisciplinary team. Knowledge of essential drug list and the National Drug Policy: • Commitment to service excellent, good supervisory, analytical and team building skills: • Appropriate clinical theoretical knowledge: • Ability to manage conflict and apply disciplinary procedure.

KEY PERFORMANCE AREAS: - JOB PURPOSE •To execute all duties, functions and responsibilities to be best of his/her abilities within all applicable legislation, Implementation of the Standard Procedures, good pharmacy practice, norms and standards with regards to the procurement, storage and dispensing of pharmaceuticals, maintain accurate and appropriate statistics and information as required by management in the line with legal requirements. Supervise day-to-day activities of at the allocated units of Provincial Pharmaceutical Supply Depot in consultation with Assistant Manager and Manager Pharmaceutical Services. Compile and analyse medicine availability reports and take corrective actions to prevent medicine stock outs. Implement supplier performance management systems. Implement performance management system of all staff within the allocated units.

POST :PROFESSIONAL NURSE (MIDWIFERY): (x4 POSTS): REFERENCE NO. N51/2024

GRADE 1 : R 451 533.00 – R 530 376.00 Per annum

GRADE 2 : R 533 545.00 – R 686 211.00.00 Per annum

CENTRE : UMGUNGUNDLOVU HEALTH DISTRICT

APPOINTMENT REQUIREMENT:

- Senior certificate/ grade 12 certificate or equivalent qualification.
- Diploma or Degree in General Nursing and midwifery.
- Current registration with SANC as a general nurse and midwifery.
- Proof of current registration with SANC.

Grade 1: No experience.

Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing.

Grade 3: A Minimum of 20 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing.

KEY PERFORMANCE AREAS:

- 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 nurse team.
- Work effectively and amicably with persons of diverse Intellectual, culture, 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.
- Knowledge of ESMOE that is the essential steps in the management of obstetrical emergencies.
- Oversee the maternity department in the absence of the Operational Manager or when the need arises.
- Knowledge of Patient Safety Incidents and management thereof.
- Demonstrate a basic understanding of HR and financial policies and Practices.
- Execute quality care in a specialized unit in accordance with the scope of practice and nursing standards.
- Must be able to handle surgical and obstetrical emergencies.
- Data compilation, verification and capturing for PMTCT and all priority programs.
- Contribute to the improvement of MCHW indicators.
- Manage pre-operative care delivery.
- Partake in the resuscitation and stabilizing of critically injured and ill patients.
- 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.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- 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 Patient's Rights Charter
- An update knowledge of the priority programmes and the management thereof
- Patient Safety incidents
- Data compilation, verification and capturing for PMTCT and all priority programs
- Contribute to the improvement of MCHW indicates.

POST : PROFESSIONAL NURSE (SPECIALITY – ADVANCED MIDWIFERY) REFERENCE .N52/2024

GRADE 1: R 451 533.00 – R 530 376.00 Per annum

GRADE 2: R 533 545.00 – R 686 211.00.00 Per annum

CENTRE : UMGUNGUNDLOVU HEALTH 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.

POST : PROFESSIONAL NURSE: GENERAL NURSING: (x1 POST): REFERENCE NO. N53/2024

CENTRE: UMGUNGUNDLOVU 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 : **PEER EDUCATOR: (x2 POSTS): REFERENCE NO. G79/2024**

CENTRE : **UMGUNGUNDLOVU HEALTH DISTRICT**

STIPEND : **R 4 448.00 per month**

APPOINTMENT REQUIREMENTS: - A Grade 12 Certificate is essential; **PLUS** Any certified HIV counselling course

RECOMMENDATIONS: - Ideally, experience in facilitating group sessions; **PLUS**, living positively and openly with HIV and having disclosed HIV status to at least one person will be an added advantage; **PLUS** a health-related diploma will be advantageous

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED: -

The role of a Peer Educator is to provide Peer education and psychosocial support to adolescent girls and young women (AGYW) aged between 15 and 24 years, and their partners, parents and families, to reduce HIV incidence as well as HIV-related mortality and morbidity among youth. • The incumbents will also promote positive health-seeking behaviours and uptake of SRH and MNCWH services, facilitate referrals, and link AGYW to facility-based clinical services as well as psychosocial services as needed • Being based at the facility, the Peer Educator will conduct mapping of community services in the catchment area, conduct targeted household visits focusing on AGYW, and provide education and psychosocial support to AGYW, their partners, parents and families (with consent) to reduce HIV incidence and promote uptake of SRH and MNCWH services • The appointees will create an enabling environment for AGYW to engage and improve access to health services through the establishment and facilitation of youth clubs, parenting sessions in the community including establishment of 'youth corners', and facilitation of young mothers' clubs at the facility, as well as referrals and linkages to social and healthcare services • Fluency in spoken and written IsiZulu and English • Strong numeracy skills • Ability to listen and empathise • Aged between 18 and 30 years, and out of school • Living within walking distance to the health facility.

KEY PERFORMANCE AREAS:- Client service delivery: • Conduct group health talks at the facility promoting awareness and uptake of SRHR, MNCH/PMTCT services • Establish youth corners in health facilities to create an enabling environment for youth engagement • Establish child-friendly spaces in the facilities in collaboration with other stakeholders • Assist in follow-up of teenagers and youth to ensure that psychological care is offered and delivered • Conduct one-on-one interactions with AGYW and their partners, providing education and psychosocial support on individual health-related issues and linking them to care and support as required • Establish and facilitate support groups and clubs for young mothers at the health facilities or suitable spaces in the community • Recruit and enrol AGYW in the project • Using referral slips to refer and link AGYW to youth clubs and other relevant services as required • Conduct active client follow-up of clients who miss key appointments • Liaise with other stakeholders to facilitate integration of mother-to-mother services at the facility. **Household** • Educate household members on post-natal care for both mother and baby • Conduct individual peer-support sessions with AGYM in the households • Conduct education sessions with parents and guardians on parenting skills at household level to create a conducive environment for parent-adolescent engagement • Educate young mothers on the Road-to-Health Booklet so that they understand its importance and interpretation • Recruit and enrol AGYW in the project • Use referral slips to refer and link AGYW and their partners and parents to relevant services • Conduct follow-up of clients who have missed appointments • Conduct age-appropriate child stimulation-related activities to children from birth to two years of age • Distribute condoms and relevant client education materials. **Community** • Conduct group education sessions in the community • Conduct mapping of services in the catchment area • Establish and facilitate young mothers' clubs • Establish and facilitate parenting sessions • Identify, refer and track clients from community to facility and vice versa • Collaborate with other stakeholders to participate in community awareness campaigns, community dialogues and community meetings as required • Participate in community meetings to ensure co-ordination, collaboration and integration of peer mentor services in the community • Facilitate play-group sessions in the community and/or at ECD centres in the community. **General duties** • Document all services provided in the health facility, community and household using paper-based and electronic client management tools, as per programme procedures • Utilise information from client management tools to provide tailored support during client sessions. **Administration** • Document lessons learnt during service delivery • Collect and document data on a daily and monthly basis and submit reports to the Facility Manager • Duly complete all data collection tools as per project specifications • Participate in training and capacity-building/mentorship activities to improve programme service quality • Participate in health facility and partner meetings to generate opportunities for learning

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.