



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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www.kznhealth.gov.za

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.10/2024

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 : CLINICAL NURSE PRACTITIONER: x10 POSTS): REFERENCE NO. N49 /2024

SALARY : R451 533.00 per annum, PLUS 8% Rural Allowance 13th Cheque, Medical Aid (Optional), and Housing Allowance

CENTRE : UMKHANYAKUDE HEALTH DISTRICT

MINIMUM 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 : PHARMACIST ASSISTANT: x1 POST: REFERENCE NO. N50/2024

CENTRE : UMKHANYAKUDE HEALTH DISTRICT

SALARY : GRADE 2: R203 805.00 per annum

MINIMUM 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 : PROFESSIONAL NURSE: GENERAL NURSING: (x3 POSTS): REFERENCE NO.N51 /2024

CENTRE : UMKHANYAKUDE HEALTH DISTRICT

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.

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 PROGRAMME COORDINATOR: (x3 POSTS): REFERENCE NO. N52 /2024

SALARY : R 520 560 per annum

CENTRE : UMKHANYAKUDE 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). **PLUS** • 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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promotes effective and efficient health care.

- Develop good working relationships within the department and with stakeholders

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.