



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: NORTHDALÉ HOSPITAL

1389 Chota Motala Road, Pietermaritzburg, 3201
Private Bag X9006, PIETERMARITZBURG, 3200
Tel: 033-397 6493 Fax: 033-3874 251 Email: Nokulunga.Phethi@kznhealth.gov.za
www.kznhealth.gov.za

HUMAN RESOURCE DEPARTMENT

Vacancy Circular NDH01/2025

Enquiries: Mrs N.R Madlala
Date: 23 December 2024

TO HEADS OF ALL INSTITUTIONS

The contents of this circular minute must be brought to the notice of all eligible officers and employees on your establishment without delay including those in regional/district offices. Institutions must notify all candidates who qualify for the post in this minute even if they are absent from their normal places of work.

Direction to candidates

1. The following documents must be submitted:

(a) The most recent Z83 application form for employment which is obtainable at any Government Department or the website - www.kznhealth.gov.za. The Z83 form must be Completed in full.

(b) Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience should be clearly indicated on the CV.

(c) Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only.

(d) Applications must be submitted on or before the closing date.

NB: HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview.

2. (a) The reference number must be indicated in the column provided on the Form Z83 e.g. Reference Number. NDH 24/2022

(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, and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC)

3. Further, respective successful candidates will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor.

4. Please note that due to the large number of applications anticipated to receive, communication will only be entered into with candidates that have been short-listed. If you have not heard from us three months after the closing date, please consider your application as being unsuccessful. **People with disabilities are encouraged to apply** and the target group in terms of employment equity target for this advertised post is an African Male.

5. The Department Reserves the right to or not to make appointment(s) to the advertised post/s.

6. Non-South African citizen applicants must provide valid work permits.

(Due to financial constraints, No S&T claims will be compensated to shortlisted candidates)
APPLICATIONS MUST BE FORWARDED TO: ATTENTION HUMAN RESOURCE DEPARTMENT
Human Resources Department
Northdale Hospital
Private Bag X9006
Pietermaritzburg
3201

CLOSING DATE: 2025/01/31

MS. N XULU
CHIEF EXECUTIVE OFFICER
NORTHDALÉ HOSPITAL

ADVERTISEMENT OF POST

POST : PROFESSIONAL NURSE - SPECIALITY (OPHTHALMIC NURSE)
CENTRE : NORTHDALÉ HOSPITAL – EYE CLINIC
NO OF POSTS : 1
REFERENCE : NDH 01/2025
SALARY : GRADE 1: R 451 533.00 – R 530 376.00 Per annum
 : GRADE 2: R 553 545.00 – R 686 211.00 Per annum
Benefits : 13th cheque, Medical aid and housing allowance (optional and provided the Incumbent meets the requirements)

MINIMUM REQUIREMENTS FOR THE POST

- Matric/Senior Certificate or equivalent qualification
- Degree / Diploma in General Nursing
- Registration with S.A.N.C. as a General Nurse and midwife
- One-year Post Basic Registration Degree/Diploma in Ophthalmic nursing plus 4 years appropriate / recognizable registration experience as a General Nurse.
- Proof of current registration with SANC 2024

NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management.

RECOMENDATION

- Computer Literacy
- Exposure in Ophthalmic nursing

KNOWLEDGE, SKILLS AND COMPETENCIES

- 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 Patients' Rights Charter
- An updated 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 indicators

KEY PERFORMANCE AREAS

- Assist in planning/organizing and monitoring of objectives of the specialized unit.
- Provide a therapeutic environment for staff, patients and public.
- Provide comprehensive, quality nursing care
- Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level.
- Diagnose and manage conditions related to eyes
- Identify high risk clients and fast-track them accordingly
- Develop, implement and review ophthalmic policies
- Conduct departmental meetings
- Know South African Nursing Council (SANC) rules and regulations pertaining to ophthalmic nursing
- Develop and implement in service education and quality improvement programs for Eye clinic
- Act as an advocate for clients utilizing Batho Pele principles
- Form part of the multi-disciplinary team
- Take part in all ophthalmic related programs
- Assist in orientation, induction and monitoring of all nursing staff
- Assist in record keeping and provide statistical information on performance
- To complete patient related data and partake in research.
- Identify training needs for the personnel
- Implement EPMDS for the personnel
- Practice participative management by assisting with relief duties of the supervisor
- Liaise with all departments within the institution
- Maintain, control and monitor stock and supplies
- Attend meetings held in the institution/outside.
- Maintain professional growth/ethical standard and self-development
- In depth knowledge of OHSC and its implementation
- Ensure timeous collection and submission of data.

CLOSING DATE: 31 January 2025

ENQUIRIES: Mr. CZ Biyela – Deputy Manager Nursing

TEL: (033) 3879010