



Enquiries: Mrs B. P Khanyile
Telephone: 031 538 0808
Reference: PCHC 02 /2024

TO HEADS OF ALL DEPARTMENTS

VACANCY IN THE DEPARTMENT OF HEALTH: PHOENIX COMMUNITY HEALTH CENTRE: ETHEKWINI

CIRCULAR MINUTE: PCHC 02/2024

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all institutions. Institutions must ensure 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.

DIRECTION TO CANDIDATES

1. The following documents must be submitted:
 - Applications for Employment Form (Z83), which is available from any Government Office OR the website www.kznhealth.gov.za
 - Certified copy of ID document
 - **Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources.**
 - Curriculum Vitae
 - Original or certified copies of certificates of service
 - The reference number must be clearly indicated in the column provided on the form Z.83 i.e.
 - **Proof of current and previous work experience endorsed and stamped by Human Resource Office. Period of experience must be clear i.e. date, month and year).**
 - Applications to be e-mailed to Siphelele.mthethwa2@kznhealth.gov.za or Hand – delivered to The H.R Manager , Phoenix Community Health Centre, Private Bag X007 Mt.Edgecombe 4300
2. The appointment is subject to the positive outcome obtained from NIA to the following checks: (Security checks, Credit records, CIPC, qualification, citizenship and previous experience verification)
3. 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. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation.



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4. The post will be filled in terms of the Employment Equity Target

1. Please note that due to a large number of applications anticipated, applications will not be acknowledged, however applicants will be advised of the outcome of their application in due course. **Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered.**
2. Persons with disabilities should feel free to apply for the post.

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativeness in all levels of all occupational categories in the Department.

NB: NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews

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Telephone : 031 538 0808
Closing date : 03rd January 2025

Application to be forwarded to: Email : Siphelele.mthethwa2@kznhealth.gov.za

OR Hand delivered to: The Human Resource Manager
Phoenix Community Health Centre
30/32 Brookstone Place
Whetstone, Phoenix
4068
Attention: Mr S.A Mthethwa

(Signed original is available on request.)

CHIEF EXECUTIVE OFFICER

Date



POST	: Clinical Nurse Practitioner (Grade 1&2)
COMPONENT	: MOPD, ACUTE Disease and Ophthalmic
CENTRE	: Phoenix CHC
REFERENCE NO	: PCHC 02/2024
NO. OF POST	: 01
SALARY	: R451 533 per anum
OTHER BENEFITS	: 13th Cheque, medical Aid (Optional) and Home Owner allowance (employee must meet prescribed requirements)

MINIMUM APPOINTMENT REQUIREMENTS

- Senior certificate (Grade 12)/Matric or equivalent **plus**
- Basic R425 qualification Degree/ Diploma in General Nursing that allows registration with the SANC as Professional Nurse plus
- 1 Year Post Basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care accredited by SANC
- Proof of current registration with SANC (2024 receipt)

GRADE 1: R451 533 per anum

- **Experience:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as professional nurse with SANC in General Nursing

GRADE 2: R553 545 per anum

- A minimum of 14 years appropriate/ recognizable 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 qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.

NB: Proof of current and previous work experience/certificate of service endorsed by your Human Resource Department (to be attached to application)

NB: Candidate will be subjected to be rotated in all departments and be allocated on day/night duty

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES

- Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act,
- Knowledge of nursing care processes and procedure
- Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc.
- Display a concern for patients, promoting and advocating proper treatment
- Sound understanding of legislation and related ethical nursing practices within a primary Health Care environment
- Report writing skills



- Time management skills
- Good listening and communication skills
- Co-ordination and planning skills
- Team building and supervisory skills
- Good interpersonal relationship skills
- Good insight of procedures and policies pertaining to nursing care.
- Ability to assist in formulation of patient care related policies

KEY PERFORMANCE AREAS

- Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility
- Promote quality of Nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility
- Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment
- Work effectively and amicably at a supervisory level , with person of divert intellectual, cultural race or religious differences
- Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit
- Develop contacts, build and maintain a network of professional relations in order to enhance service delivery
- Supervision of patients and provision of basic patient's needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines.
- Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic.
- Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care.
- Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock

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Closing Date : 03rd January 2025

(Signed original is available on request.)

Deputy Manager Nursing
Date: _____

(Signed original is available on request.)

Chief Executive Officer
Date: _____



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