

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

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

- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
- FOR ATTENTION** : Human Resources Section
- CLOSING DATE** : 30 April 2018
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver's Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. "People with disabilities should feel free to apply" and the target group for the post advertised is an African male. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

OTHER POSTS

- POST 15/50** : **OPERATIONAL MANAGER NURSING (SPECIALITY) (OBSTETRICS & GYNAECOLOGY) REF NO: SAP 05/2018**
- SALARY** : R499 953 – R562 698 per annum plus 13th Cheque, Rural Allowance: Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements)
- CENTRE** : St Apollinaris Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification. Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and midwifery. A post basic nursing qualification, with duration of at least one year accredited with the SANC i.e. advanced midwifery. Minimum 9 years appropriate experience in nursing after registration as a Professional Nurse, at least 5 years of period referred to above must be appropriate / recognizable in the specific specialty after obtaining the 1 year post- basic in advanced midwifery. Proof of current registration with SANC. Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. SANC receipt for the current year. Skills: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Demonstrate the required computer literacy to adequately manage information according to the requirements

of the Facility. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing Public Service.

ENQUIRIES : Ms NC Ngubo @ 039-8338000

POST 15/51 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE STREAM REF NO: SAHELIM 04/2018**
Branch: Elim Clinic

SALARY : R499 953
CENTRE : ST Andrews Hospital: Elim Clinic
REQUIREMENTS : Diploma / Degree in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations, Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery of which at least 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care as per R212 SAMC Regulations. Valid Code 08 drivers licence. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES : Monitor and evaluate the performance of primary health care services and systems within the designated service area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyse health policy and programme imperatives with a view to develop customised implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify “transversal” primary health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated service area are provided with adequate support by multi-disciplinary teams attached to the CHC/ district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient allocation of resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management system(s).

ENQUIRIES : MRS VV Ncume– 039-4331955 Ext 286
APPLICATIONS : All applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680. Or hand delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager
CLOSING DATE : 30 April 2018

POST 15/52 : **ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: SAH 09/2018**

SALARY : R459 558

CENTRE : ST Andrews Hospital

REQUIREMENTS : Senior Certificate / Grade 12. National Diploma / Degree in Diagnostic Radiography, Current registration with HPCSA as a Diagnostic Radiographer, 5 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 3 years must be at a Supervisory level. Recommendations: An additional qualification as ultra-sonographer will be considered as an advantage. Knowledge, Skills and Competencies: Sound knowledge of Diagnostic Radiography procedures and equipment, Sound knowledge of radiography techniques and views, Sound Knowledge of quality assurance tests, Sound Knowledge of radiation control and safety regulation. Sound knowledge of relevant legislature, Sound communication and problem solving skills, Good Interpersonal skills

DUTIES : Ensures that the Radiography department complies with radiation protection services, Occupational Health and Safety and Infection Control requirements. Strengthen and monitor the implementation of equipment maintenance programme. Strengthen the management of Human Resources. Improve the quality of Radiography services. Develop, Implement and monitor adherence to policies, standard procedures and all other applicable legislations. Execute all clinical procedures competently to prevent complications. Monitor and perform 24 hour Radiology service\Facilitate, promote and attend clinical and non-clinical in service education and training. Participate in Quality assurance and Quality improvement programs. Uphold patients' rights and promote Batho Pele Principles in the execution of duties for effective service delivery.

ENQUIRIES : DR SK Lumeya– 039-4331955 Ext 214

APPLICATIONS : All applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680. Or hand delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager

CLOSING DATE : 30 April 2018

POST 15/53 : **OPERATIONAL MANAGER: GENERAL STREAM REF NO: SAH 08/2018**
Branch: OPD

SALARY : R394 665

CENTRE : ST Andrews Hospital: OPD

REQUIREMENTS : Diploma / Degree in Nursing, Current registration with SANC as a General Nurse and Midwife. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES : To plan, organize and monitor the objectives of the unit in the consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance

and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department

ENQUIRIES : Mrs MR Singh– 039-4331955 Ext 211
APPLICATIONS : All applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680. Or hand delivery: 14 Moodie Street, Harding 4680.
FOR ATTENTION : Human Resource Manager
CLOSING DATE : 30 April 2018

POST 15/54 : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM - (3 POSTS) REF NO: MURCH/IZINGOLWENI 03/2018**

SALARY : Grade 1: R340 431 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance.
 Grade 2: R418 701 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance.

CENTRE : Murchison Hospital – Izingolweni PHC
REQUIREMENTS : Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.

DUTIES : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical 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.

ENQUIRIES : Mr TM Mkhize Tel No: 039-6877311 Ext 130
APPLICATIONS : ALL applications should be forwarded to: Chief Executive Officer P/Bag X701 Port Shepstone 4240 or hand delivered To: Human Resources Department Murchison Hospital.

- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ Izingolweni 3/2018. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 04 May 2018
- POST 15/55** : **STAFF NURSE- 02 POSTS (3 YEAR CONTRACT) (TB / MDR-TB / HIV – WBOT MTHIMUDE) GRADE 1 (REF NO: MTHIM WBOT 04/2018)**
- SALARY** : R150 819 per annum
CENTRE : Murchison Hospital – Mthimude PHC
REQUIREMENTS : Senior Certificate, Grade 12 or equivalent Current registration with SANC as an Enrolled Nurse. Proof of current registration with SANC (2018). Certificate of services signed by HR manager must be attached. Recommendation: valid drivers licence. Knowledge, Skills Training and Competencies Required: Understanding of Nursing Legislation and related legal ethical nursing practices. Good communication, organizational and writing skills. Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and HIV/AIDS counselling skills. Ability to function as part of the team.
- DUTIES** : Plan, implement and evaluate health and wellness services to the catchment population of the Outreach Team. Provide services to the community and Households within the community and provide oversight of the Community Care Givers in their delivery of services to Households. Promotion, prevention, early detection, curative, rehabilitative and palliative services in line with the needs of the community and Households according to the PHC package of services. Performance of basic clinic nursing practice in accordance with the scope of practice and standards as determined by relevant health facility. Utilize equipment proficient and promote it use and safe keeping. Demonstration basic understanding of nursing legislation and related legal and ethical nursing practice. Ensure accurate management of data and maintain of patients records Screening of TB /HIV and non – communicable diseases. To maintain client satisfaction through upholding the Batho Pele and care standards. Provide health education to clients. Ensure compliance with infection control and occupational health and safety policies. Identify all patients and detect changes in condition of patients waiting for treatment.
- ENQUIRIES** : Mr TM Mkhize Tel No: 039 6877 311 Ext 130
APPLICATIONS : ALL applications should be forwarded to: Chief Executive Officer P/Bag X701 Port Shepstone 4240 or hand delivered To: Human Resources Department Murchison Hospital.
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not

copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ Izingolweni 3/2018. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE

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04 May 2018