

**PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please email your applications quoting the reference number to OOPRecruitment@nwpg.gov.za.
- CLOSING DATE** : 04 December 2020
- NOTE** : The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed Z83, obtainable from any Public Service Department. Applications should include certified copies (not older than 6 months) of ID and Qualifications as well as a comprehensive CV with three contactable referees. Failure to submit the required documents will result in your application not being considered. Late applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualification verification by SAQA and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. The office reserves the right to not fill the position.
- ERRATUM: DEPARTMENT OF HEALTH AND NORTH WEST PROVINCIAL ADMINISTRATION:** Kindly note that the following post of Head of Department: North West Health with Ref No: Health 01/01/20 was advertised in Public Service Vacancy Circular 25 dated 30 October 2020, The Requirements have been amended as follows: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8), preferably in the Medical/Health Science Fields as recognized by SAQA. The closing date has been extended to 27 November 2020.

OTHER POST

- POST 26/317** : **PROFESSIONAL NURSE (GENERAL NURSING) REF NO: NWP/OOP/2020/04**
Purpose: To provide holistic nursing care to patients in a cost effective, efficient and equitable manner.
- SALARY** : R256 905 – R485 475 per annum (Salary and grade based on appropriate/Recognizable experience after registration with SANC as a Professional Nurse)
- CENTRE REQUIREMENTS** : Mmabatho
Diploma and/ or bachelor's degree in nursing. Current registration with the South African Nursing Council (SANC) as a Professional Nurse. 3 years or more appropriate/recognizable experience after registration with South African Nursing Council (SANC) as a Professional Nurse. Experience as Professional Nurse in corporate / workplace environment will serve as an added advantage.
- DUTIES** : Develop and implement a comprehensive workplace nursing care plan/program for the promotion of good health, self-care, treatment and rehabilitation of employees. Implementation and ensuring compliance on Health and Productivity management policy under duties of the professional nurse. Administer basic treatment plan of common or minor primary health conditions in accordance with prescribed norms and standards, guidelines and where possible treat conditions as prescribed. Screen health problems and diseases in accordance with prescribed

norms and standards. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safely. Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Demonstrate and understand traditional healing practices within the health care user's belief. Maintain a plan to improve the quality of nursing and health care provided to the employees. Implement quality improvement plan. Participate in the auditing of quality of nursing and health care to the employees. Assist in the development of nursing and improvement of standards of care through research. Create an environment and learning opportunities that foster professional growth and improvement in nursing and health care. Perform or carry out interventions ranging from personal care with active involvement of employees and other stakeholders. Develop and document interventions and progress of employees to facilitate continuity of care. Participate in the formulation and review of nursing interventions through comprehensive and on-going assessment. Identify health indicators and risk factors and conduct client satisfaction surveys. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Protect and advocate rights of employees as patients regarding health care. Participate in the implementation of patient care standards, policies and procedures. Compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Apply the principles of nursing care in service rendering, for the maintenance of professional excellence. 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 quality improvement plan, the Nursing Act and Regulations, the 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 & Safety legislation. Dissemination of information on epidemics, nutritional disease, maternal and infant morbidity and mortality and other common diseases. Participate in health promotion and illness prevention initiatives. Implement nursing interventions to achieve expected outcomes. Produce weekly/monthly/quarterly/ ad hoc reports to the supervisor. Supervision of others where applicable. Ordering of stock and the required equipment. Report maintenance of equipment.

ENQUIRIES

: Ms M. M Nkoana Tel No: (018) 388-4122