

Private Bag X 9051, Pietermaritzburg, 3200
330 Langalibalele Street, Pietermaritzburg, 3201

DIRECTORATE:
Human Resource Management Services
Recruitment and Selection

04 September 2025

**TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS**

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No. N10/2025

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 - <https://www.saprocurement.co.za>
 - (b) Comprehensive CV (with detailed experience).
 - (c) Copies of Qualification, Registration Certificate with SAPC and drivers licence need not be submitted when applying for employment.
 - (d) Applications can also be done through S'Thesha Waya–Waya obtainable from website <https://www.saprocurement.co.za>
2. The Reference Number must be indicated in the column provided on the form Z.83.
3. **Persons with disabilities are encouraged to apply for the post/s.**
NB:
 - (a) Failure to comply with the above instructions will disqualify applicants.
 - (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 Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**
4. 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.
5. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications.

(We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department.)

CLOSING DATE FOR APPLICATION/S IS

29 SEPTEMBER 2025

**HEAD OF DEPARTMENT: HEALTH
KWAZULU-NATAL**

DEPARTMENT OF HEALTH: KWAZULU-NATAL

“(We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department.)”

NOTE:

Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. **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 with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation when they shortlisted. **Applicants:** Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

POST : Professional Nurse :(Specialty) Midwifery and Neonatal Nursing
NUMBER OF POSTS : X15 posts
DEPARTMENT : Midwifery and Neonatal Nursing
SALARY : Professional Nurse (Specialty) Grade 1: R 476 367.00
SALARY : Professional Nurse (Specialty) Grade 2: R 583 989.00

OTHER BENEFITS: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements)

INSTITUTIONS/HOSPITAL	REFERENCE NUMBER
Greys Hospital	N61/2025
Victoria Mxenge Hospital	N62/2025
Ngwelezana Hospital	N64/2025
Inkosi Albert Luthuli Central Hospital	N65/2025

MINIMUM REQUIREMENTS

- Grade 12/Matric/Senior Certificate or equivalent qualification
- Degree / Diploma in General Nursing and Midwifery

- Certificate of registration with SANC as a Professional Nurse
- One (1) year post-basic qualification in Midwifery and Neonatal Nursing Science accredited by SAN
- Current registration with SANC.
- **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General nursing is required.
- **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General nursing is required.
- At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1-year post-basic qualification in the specialized field.

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES REQUIRED:

- Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices.
- In-depth knowledge of procedures, policies, and prescripts related to nursing care.
- Good human relations display a concern for patients, promoting and advocating proper treatment and care, including a willingness and awareness to respond to patients' needs, requirements, and expectations (Batho Pele).
- Ability to prioritize matters related to work and patient care
- Skills: Leadership, organizational, decision-making, problem-solving abilities within the limits of the public sector, and interpersonal skills.
- Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required, and must work within a multi-disciplinary team.

KEY PERFORMANCE AREAS:

- Implement the activities that are aimed at the reduction of infant, under five and maternal mortality.
- Implement activities aimed at improving women's health.
- Ensure that high-quality nursing care is rendered to all clients accessing maternal services in the facility, taking into consideration that CARMA objectives, ESMOE, KINC, Helping Babies Breathe, and IMCI programs are properly implemented.
- Implement BANC and other Antenatal care programs to enhance antenatal care for all pregnant women accessing care at the facility.
- Ensure that there is proper management and integration of HAST programs within the maternity unit of the facility.
- Manage the utilization and supervision of resources.
- Coordinate the provision of effective training and research, focusing on the programs aimed at improving maternal and child health.
- Instil discipline, professionalism, and work ethics among employees.
- Ensure compliance with quality, infection prevention and control (IPC) programs, e.g., Ideal hospital realization and maintenance (IHRM) and Norms and Standards (N&S).
- Maintain constructive working relationships with the multi-disciplinary team members
- Provide effective support to Nursing services, e.g., assist with relief duties to nursing management within the unit.

ENQUIRIES: MRS RT DUBE

CLOSING DATE: 29 SEPTEMBER 2025

Interested applicants can visit the following website at <https://www.saprocedurement.co.za> for full posts details.

“Applicants are encouraged to apply for posts through the online e-Recruitment system at <https://www.saprocedurement.co.za>” or submit their z83 and CV directly to the following email address HeadOffice.HRJobApplication@saprocedurement.co.za. NB// subject of your email must be the post name that you are applying for.

“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 <https://www.saprocedurement.co.za>.”

NB://Applications for these posts can be dropped-off at your nearest Health Facility.

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 (Attention: Mrs N Radebe)

POST : Professional Nurse: (Specialty) Critical Care
NUMBER OF POSTS : X15 posts
DEPARTMENT : Critical Care (ICUs and High Cares)

SALARY : Professional Nurse (Specialty) Grade 1: R 476 367.00
SALARY : Professional Nurse (Specialty) Grade 2: R 583 989.00

OTHER BENEFITS: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements)

INSTITUTIONS/HOSPITAL	REFERENCE NUMBER
Greys Hospital	N66/2025
Victoria Mxenge Hospital	N67/2025
Ngwelezana Hospital	N68/2025
Inkosi Albert Luthuli Central Hospital	N69/2025

MINIMUM REQUIREMENTS

- Grade 12/Matric/Senior Certificate or equivalent qualification
- Degree / Diploma in General Nursing.
- Certificate of registration with SANC as a Professional Nurse
- One (1) year post-basic qualification in Critical Care Nursing Science accredited by SANC
- Current registration with SANC as a General Nurse and Critical Care Nursing)
- **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General nursing is required.
- **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General nursing is required.

- At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1-year post-basic qualification in the specialized field.

RECOMMENDATIONS:

Diploma in Basic Midwifery

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES REQUIRED:

- Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices.
- In-depth knowledge of procedures, policies, and prescripts related to nursing care.
- Good human relations display a concern for patients, promoting and advocating proper treatment and care, including a willingness and awareness to respond to patients' needs, requirements, and expectations (Batho Pele).
- Ability to prioritize matters related to work and patient care
- Skills: Leadership, organizational, decision-making, problem-solving abilities within the limits of the public sector, and interpersonal skills.
- Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required, and must work within a multi-disciplinary team.

KEY PERFORMANCE AREAS

Provision of Optimal, Holistic Specialized Nursing Care within Set Standards and Professional/Legal Framework

- Deliver quality, holistic, specialized nursing care in line with standards, policies, and legal requirements.
- Display concern for patients by promoting and advocating proper treatment and care.
- Provide a therapeutic environment for patients, staff, and the public.
- Nurse critically ill patients on different renal replacement modalities.
- Advocate for quality patient care.
- Be cognisant of measures to prevent patient safety incidents and litigation.

Effective Utilization of Resources

- Ensure cost-effective, equitable, and efficient service delivery.
- Support multidisciplinary teamwork to optimize outcomes.
- Ensure unit compliance with infection prevention, control, and occupational health and safety.

Participation in Training and Research

- Participate in training programmes, workshops, and meetings as assigned.
- Engage in research and evidence-based practice to improve patient outcomes.
- Participate in quality cycles and quality improvement projects.

Provision of Support to Nursing Services

- Provide professional and clinical support to nursing services.
- Assume the shift leader role when necessary or as delegated.
- Maintain accreditation standards by ensuring compliance with Norms and Standards, Ideal Hospital Framework, and Office of Health Standards Compliance assessments.

Maintain Professional Growth, Ethical Standards, and Self-Development

- Uphold professional growth through continuous learning, training, and participation in development programmes.
- Strengthen ethical standards and professionalism in daily practice.
- Participate in staff development and performance management using the EPMDS system and other relevant programmes.

ENQUIRIES:

MRS RT DUBE

CLOSING DATE: 29 SEPTEMBER 2025

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“Applicants are encouraged to apply for posts through the online e-Recruitment system at <https://www.saprocurement.co.za>” or submit their z83 and CV directly to the following email address HeadOffice.HRJobApplication@saprocurement.co.za. NB// subject of your email must be the post name that you are applying for.

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POST : Professional Nurse: (Specialty) Operating Theatre
NUMBER OF POSTS: X15 posts
DEPARTMENT : Operating Theatre

SALARY : Professional Nurse (Specialty) Grade 1: R 476 367.00
SALARY : Professional Nurse (Specialty) Grade 2: R 583 989.00

OTHER BENEFITS: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements)

INSTITUTIONS/HOSPITAL	REFERENCE NUMBER
Greys Hospital	N70/2025
Victoria Mxenge Hospital	N71/2025
Ngwelezana Hospital	N72/2025
Inkosi Albert Luthuli Central Hospital	N74/2025

MINIMUM REQUIREMENTS

- Grade 12/Matric/Senior Certificate or equivalent qualification
- Degree / Diploma in General Nursing.
- Certificate of registration with SANC as a Professional Nurse.
- One (1) year post-basic qualification in Operating Theatre Nursing Science accredited by SANC
- Current registration with SANC as General Nurse, and Operating Theatre Nurse.
- **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General nursing is required.

- **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General nursing is required.
- At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1-year post-basic qualification in the specialized field.

RECOMMENDATIONS

- Diploma in Basic Midwifery

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES REQUIRED:

- Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices.
- In-depth knowledge of procedures, policies, and prescripts related to nursing care.
- Good human relations display a concern for patients, promoting and advocating proper treatment and care, including a willingness and awareness to respond to patients' needs, requirements, and expectations (Batho Pele).
- Ability to prioritize matters related to work and patient care
- Skills: Leadership, organizational, decision-making, problem-solving abilities within the limits of the public sector, and interpersonal skills.
- Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required, and must work within a multi-disciplinary team.
- Flexibility must be displayed with rotation between disciplines, night duty and weekend allocation
- Adhere to the duty roster of the institution.

KEY PERFORMANCE AREAS

Provision of Optimal, Holistic Specialized Nursing Care within Set Standards and Professional/Legal Framework

- Deliver quality, holistic, specialized nursing care in line with standards, policies, and legal requirements.
- Strengthen ethics and professionalism in nursing practice.
- Provide a therapeutic environment for patients, staff, and the public.
- Advocate for quality patient care.
- Be cognisant of measures to prevent patient safety incidents and litigation.

Effective Utilization of Resources

- Ensure efficient and cost-effective use of human, material, and financial resources.
- Maintain a healthy and safe environment for staff and patients.
- Ensure compliance with infection prevention and control, as well as occupational health and safety standards.

Participation in Training and Research

- Attend meetings, workshops, and training as assigned by supervisor.
- Participate in research activities, quality cycles, and improvement projects to enhance patient outcomes.
- Contribute to evidence-based practice through continuous learning and application of research findings.

Provision of Support to Nursing Services

- Provide professional and clinical support to nursing services.
- Assume the role of shift leader when necessary or as delegated.

- Maintain accreditation standards by ensuring compliance with Norms and Standards as required by the Ideal Hospital Framework, and the Office of Health Standards Compliance assessments.

Maintain Professional Growth, Ethical Standards, and Self-Development

- Uphold professional growth through continuous learning, training, and participation in development programmes.
- Strengthen ethical standards and professionalism in daily practice.
- Participate in staff development and performance management using the EPMDS system and other relevant programmes.

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MRS RT DUBE

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