

MARCH 2017

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to the relevant Practitioner/Administrator (Human Resources) by e-mail or logging on to the NHLS career page <https://careers.nhls.ac.za/I-Recruitment>), quoting the reference number and the job title.
2. Response e-mail addresses of the relevant HR representative are supplied at the end of each regional advert. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
3. Any credentials of the contract of employment will be subject to security clearance, Competency assessments, reference checking, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All positions that require an applicant to be registered with a professional body must attach proof of registration with their application. Applications sent without the proof of registration will not be considered.
5. These positions are open to all employees of the NHLS including the employees who are on contract in similar or different positions.
6. Correspondence will be limited to shortlisted candidates only.
7. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
8. Successful applicants will be remunerated on the published scale associated with the grade of the post. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
9. Internal applicants must have served 12 months in their current post from date of appointment to the position as a new appointment, promotion or transfer before they may apply for new position.
10. External applicants shall be responsible for all expenditure related to attendance of interviews.

CLOSING DATE FOR ALL POSITIONS IS THE 3 MARCH 2017

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION FOR PUBLIC HEALTH, SURVEILLANCE AND RESPONSE
POSITION: NURSE PROFESSIONAL (MENTAL HEALTH) X15 (FIXED TERM CONTRACT) (3 MONTHS)
PAYGRADE: C2
REFERENCE NUMBER: NICD0317/001-01

To support Mental Health Care users (MHCU) before, during and after the move for former Life Esidimeni, and associated Mental Health Care Users to designated appropriate health care facilities, as part of the broader project team.

Key Job Responsibilities:

■ Participate in project planning activities to support the main purpose of the job, including training, orientation, briefing and debriefing sessions at the NICD Emergency Operations Centre ■ Assist with telephonic interactions with family members of MHCUs to prepare family members for the move of their patients ■ Conduct pre-move assessments of patients as part of a multi-disciplinary team, at the site of various NGOs situated around Gauteng, to record data arising from these assessments including physical, mental assessments, medications, and to report clinical status of MHCUs ■ Be present at the move and to accompany patients, to provide on-site reassurance and containment of MHCUs ■ Formally hand over MHCUs to designated health care professions and to document the handover of patients using data tools including cellphone applications.

Key Competency Requirements:

■ Degree/Diploma in Nursing ■ Registration with SANC essential ■ Minimum of 5 years relevant working experience ■ Nursing principles ■ Health policies and health & safety rules ■ Professional ethics ■ Knowledge of graphics and statistics ■ Computer literacy in database and word processing ■ Good Communication skills (verbal & written) ■ Good Communication skills (verbal & written) ■ Interpersonal skills ■ Time management ■ Attention to detail ■ Planning and organising skills ■ Project management skills ■ Ability to work under pressure.

Enquiries may be directed to Kgaugelo Mkwazi @ 011 386 6090, email: kgaugelo.mkwazi@nhls.ac.za or visit the NHLS career page at <https://careers.nhls.ac.za>