

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: HUMAN RESOURCES (HR)

DIRECTORATE: EMPLOYEE RELATIONS & WELLNESS

SECTION: HIV/AIDS

PROFESSIONAL NURSE (Florida Campus)

(Ref: HR/Prof Nurse/P8/2022-st)

The purpose of this position is to:

- ✓ provide Primary Health Care (PHC) services to staff, students and visitors of-and at Unisa, as and when required,
- ✓ Conduct screening and manage medical conditions
- ✓ Make referrals to the next level of care wherein necessary.

Requirements

- Grade 12 Matric plus a Bachelor degree or National Diploma in Nursing Science **plus** Primary Health Care Specialization.
- Current registration with the South African Nursing Council as a registered nurse.
- Dispensing certificate to dispense medicines aligned to the Medicines & Related Substances Act, 101 of 1965 as amended.
- Four (4) years working experience in a Primary Health Care facility as a Professional Nurse.

Recommendations

- Midwifery
- Two years' experience is in the Post-School Education & Training (PSET) Health & Wellness environment.
- Project Management within scope of work.

Knowledge, skills and abilities

- Knowledge of communicable diseases and the prevention thereof
- Knowledge and insight into standard/basic application of Primary Health Care procedures and protocols and administration thereof.
- Knowledge and application of the relevant legislation and best practices
- Ability to facilitate institutional compliance to the most recent National and Higher Education & Training: Health, Wellness and Development Center (Higher Health) responses to HIV/ STI's/ & TB; as well as communicable diseases.
- Computer literate in Microsoft Office packages (MS Word/Excel/Outlook and PowerPoint)
- Good interpretation and analytic skills to ensure effective and efficient case-management.
- Good interpersonal and communication skills (listening, verbal and written)
- Good report writing and record-keeping skills.
- Sound presentation skills in line with Unisa ICT guidelines.

- Must be ethical as required by International Council for Nurses/SA Nursing Council
- Must be customer/student service focused.
- Ability provide health promotion, to assess, diagnose and manage clients' presenting medical conditions/problems.
- Ability to perform HIV/AIDS counselling and testing, care, management and support, and o other communicable and non-communicable diseases.
- Ability to work within Multidisciplinary Team environments
- Ability to maintain confidentiality and sound human relations with all stakeholders

Duties

- Provision of Primary Health Care Services within scope of practice and relevant professional protocols.
- Prescribe and dispense medicines in accordance to the relevant legislation
- Actively contribute towards the development and implementation of the comprehensive institutional HIV prevention and Health Promotion Programme/Interventions.
- Perform the necessary administrative tasks towards ensuring that the strategic and operational functions, projects and interventions of the Section and Directorate are carried out effectively.
- Ensure effective and efficient communication with all stakeholders

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the responsibilities attached to the position

Closing date: **9 December 2022**

Enquiries: (012) 429 3967 (Ms V Malefo : HR Employee Relations and Wellness)
(012) 429 4972 (Ms S Thaver: HR Staffing and Client Services)

- **The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;**
 - all educational qualifications,
 - academic transcripts/records;
 - identity document; and
 - proof of SAQA verification of foreign qualifications
- The detailed advertisement together with the prescribed application form can be found on the Unisa website (www.unisa.ac.za).
- **Applications can be e-mailed to thaves@unisa.ac.za**
- The contact details of three contactable references must be provided, **one of which must be from your present employer**. Should you currently not be employed, a contactable reference from your previous employer must be provided.
- UNISA is not obliged to fill an advertised position.
- **Late, incomplete and incorrect applications will not be considered.**
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*

We welcome applications from Persons with Disabilities



All applications should reach UNISA before 16h00 on the closing date.

Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.