POST: OPERATIONAL MANAGER - PHC
SECTION: ENSINGWENI CLINIC
CENTRE: CATHERINE BOOTH HOSPITAL
TARGET GROUP: AFRICAN MALE
NUMBER OF POSTS: 01
REFERENCE: CBH04/2020
SALARY SCALE: R562 800.00 – R633 432.00

OTHER BENEFITS
• 08% Rural allowance
• 13th cheque
• Medical aid (optional)
• Home owner’s allowance (employee must meet prescribed requirements)

MINIMUM REQUIREMENT
• Senior Certificate/ Grade 12
• Degree/ Diploma in General Nursing and Midwifery
• A minimum of 9 years appropriate recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing
• At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care
• Current SANC receipt
• Proof of experience endorsed by HR office/ certificate of service

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED
• Good report writing and time management skills.
• Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery.
• Good communication, interpersonal relations, counselling, conflict management skills and decision making.
• Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele etc.
• Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc.
• Leadership, organizational, decision making and problem solving, conflict handling and counselling Co-ordination and planning skills
• Ability to assist in formulation of patient care related policies.
• Computer skills

KEY PERFORMANCE AREAS
• Leadership, development of capacity and supervision of PHC and engage all stakeholders
• HR management
• Ensure National PHC package is implemented and monitored in all areas
• Facilitate, ensure and monitor service integration and stakeholder, DOH partners and other Government Departments involvement
• Monitor implementation of all programs and ensure that targets are met.
• Ensure effective and efficient utilization of resources
• Advocate for resources at managerial level, and input into the budget for PHC in the service area.
VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE CBH04/2020
The contents of this circular minute must be brought to the notice of all eligible employees on your establishment without delay. Institutions must notify all employees who qualify even if they are not in their normal place of work.

DIRECTIONS TO CANDIDATES

The following documents must be submitted:

a) Application for employment form (Form Z83), obtained at any Public Service Department or from the website- www.kznhealth.gov.za.

b) Certified copies of highest qualifications not copies of certified copies.

c) Curriculum Vitae

d) Certified copy of identity document.

The Circular Minute Number must be indicated in the column provided on the Z83 form.

NB: FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL DISQUALIFY APPLICANTS.
NO FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED.

Please note that due to large number of applications we envisage to receive only short listed candidates will be contacted.

This department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational categories in the department and persons with disabilities should feel free to apply for the post.

CLOSING DATE FOR ALL APPLICATIONS: 05 May 2020

ENQUIRIES: Mrs. P.Z. Mbonambi Ext: 1113 (Deputy Manager Nursing)

All application should be forwarded to: The Human Resource Manager
Catherine Booth Hospital
Private Bag X 105
Amatikulu
3801

Attention: Mr. E.P Dube

Manager of the post: ______________ Signature: ______________ Date: ______________

Chief executive Officer ______________ Signature: ______________ Date: ______________

KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING