



Private Bag x 5503, Nqutu, 3135
Lot 92, Hlubi Street, Nqutu, 3135
Tel: (034) 271 6526. Fax: (034) 2710032 E-mail Zanele
zwane@kznhealth.gov.za

CHARLES JOHNSON MEMORIAL HOSPITAL

ADVERTISEMENT: VACANCY CIRCULAR CJMH01/2024

Date: 19 January 2024

POST : OPERATIONAL MANAGER (Felani Clinic)
REFERENCE NO : CJMH 01/2024
CENTRE : CHARLES JOHNSON MEMORIAL HOSPITAL
NO OF POSTS : 01
REMUNERATION : R 627 474.00 - R 703 752.00 per annum
OTHER BENEFITS: 13TH Cheque Rural Allowance is compulsory Homeowner's allowance must meet prescribed requirements

MINIMUM REQUIREMENTS

- Grade 12/Senior certificate.
- An appropriate B Degree/Diploma in General nursing and Midwifery and 1 year course in Clinical health assessment and care.
- Minimum of 9 years appropriate/recognizable nursing experience after registration as Professional nurse with SANC in General Nursing.
- At least 5 years of period referred to above must be appropriate/recognizable experience in PHC after obtaining the 1-year post-basic qualification in Clinical Health assessment, treatment and Care accredited with the SANC.
- Current registration with SANC as General Nurse, Midwifery and Primary Health Care Nurse.
- Current registration with SANC receipts 2024.
- Certificate of service signed by the HR Manager must be attached.

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act.
- Display a concern for patients, promoting and advocating proper treatment.
- Sound understanding of legislations and related ethical nursing practices within a primary health care environment.
- Report writing skill. Knowledge of TB control, HIV/AIDS management and ARV.
- Conflict management. Interpersonal and team building skills.
- Communication skills

KEY PERFORMANCE AREAS

- Promote quality nursing care as directed by the professional scope of practice and standards as determined by the PHC Core package, norms and standard and ideal Clinic Realization.
- Assist in planning, organizing and monitoring of objectives of the units and departments.
- Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control and perform consequence management where necessary.
- Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs and requirements.
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- Monitor and evaluate the care and management of all patients through clinical audits.
- Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, and analyze data and draw up quality improvement plan and implementation plan.
- Exercise control of discipline and any other Labour Related issues in terms of laid down procedures.
- Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved. No relocation or S&T claims will be paid due to financial constraints.



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CHARLES JOHNSON MEMORIAL HOSPITAL

ADVERTISEMENT

Date: 19 January 2024

POST : Professional Nurse Grade 1 Or 2 (Speciality in Mental Health Unit)
NUMBER OF POST : 02
CENTRE : Charles Johnson Memorial Hospital
REFERENCE : CJMH 02/2024
SALARY NOTCH : R 431 265.00
OTHER BENEFITS : 13TH Cheque Rural Allowance is compulsory Homeowner's allowance must meet prescribed requirements, Medical Aid (optional) plus 12% rural allowance

MINIMUM REQUIREMENTS FOR POSTS:

- Grade 12 Matric or senior certificate,
- Diploma/ Degree Comprehensive General Nursing (midwifery, Psychiatry and Community Nursing Science).
- A post basic qualification in Psychiatry Nurse. Current registration with the SANC as General Nurse and Midwife/Accoucher.
- A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing,

Grade 2

- Matric or senior certificate,
- Diploma/ Degree Comprehensive General Nursing (midwifery, Psychiatry and Community Nursing Science).
- A post basic qualification in Advanced Psychiatry Nursing / child psychiatry.
- Current registration with the SANC as General Nurse and Midwife/Accoucher.
- A minimum of ten (10) as appropriate or recognizable experience in nursing field after registration as a professional nurse with SANC in General nursing,
- At least five (05) years of period referred above must be appropriate or recognizable experience after obtaining a one (01) year post basic qualification in Advanced Psychiatric Nursing (no attachments/copies/certified copies/proof/certificates on application, only Z83 and CV, applicants will submit documents only when shortlisted)

KNOWLEDGE, SKILL, COMPETENCIES AND TRAINING REQUIRED:

- Strong interpersonal, communication and presentation skills.
- Ability to make independent decisions.
- An understanding of the challenges facing the public health sector.
- High level of accuracy.
- Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

KEY PERFORMANCE AREAS:

- Provide optimal, holistic specialized nursing care set standards and be within a professional and legal framework.
- Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.
- Plan management according to identified problems.
- Implement mental health protocols and guidelines.
- Conduct audits and surveys, develop quality improvement plans monthly and report to OMN.
- Ensure provisioning of accurate statistical data.
- Maintain accurate and complete patient record. Utilize information technology and other management information system to manage.
- Establish, maintain and participate in enter-professional and multi-disciplinary teamwork that promotes effective and efficient health care.
- Reports Patient Safety Incident & Early Warning System.
- Display a sound understanding of mental health care Act 7/2002 in relation to the procedure conducted in the mental health care users.
- Give advice on initial psychiatric assessment to clients requiring 72hrs observation in order to initiate appropriate nursing care plan required by the client.
- Ensure keeping, maintaining and auditing of mental health users records. No relocation or S&T claims will be paid due to financial constraints.



DIRECTIONS TO CANDIDATES

The following documents must be submitted:-

Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and detailed curriculum vitae.

1. Certified copies of highest educational qualification, not copies of copies must be submitted by candidates invited to attend an interview
2. The circular Minute number must be indicated in the column provided on the Z83 e.g. CJM01/2024
NB: Failure to comply with the above instructions will disqualify applicants. Please note that due to the number of applicants anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful.
3. The appointment is subject to positive outcome obtained from the following checks; (Security clearance, credit records, qualification, citizenship and previous experience employment verification).
4. **This Department is an equal opportunity, affirmative action employer whose aim is to Promote representatively in all categories in the department. Persons with disabilities should feel free to apply for the post.**

Enquires must be directed to: Deputy Manager Nursing: Mrs T. P. Ndlovu
Tel: 034 271 6405

Applications should be e-mailed to: zanele.zwane@kznhealth.gov.za
Charles Johnson Hospital,
Lot 92 Hlubi Street
Nqutu, 3135

Closing Date: 02 February 2024

MR. B. R. KHUMALO
CHIEF EXECUTIVE OFFICER