



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

CLAIRWOOD HOSPITAL  
1 Higginson Highway, MOBENI, 4060  
Private Bag X04, MOBENI, 4060

Tel: : 031 451 5056 E-mail address: [skhumbuzo.nene@kznhealth.gov.za](mailto:skhumbuzo.nene@kznhealth.gov.za)

DIRECTORATE: HUMAN RESOURCE MANAGEMENT SERVICES  
RECRUITMENT AND SELECTION

Enquiries: Mr. S.C Nene  
Reference: HRM 4/1  
Date: 14<sup>th</sup> February 2024

### TO ALL HEADS OF DEPARTMENT VACANCIES IN THE DEPARTMENT OF HEALTH

#### CIRCULAR MINUTES : CL 02/2024

The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place.

#### DIRECTIONS TO CANDIDATES

##### A. The following documents must be submitted: -

1. Application for employment form (Z83) which is obtainable at any Government Department OR from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) as issued by Minister for DPSA in line with the regulations 10 of the Public Service Regulations 2016. Applicants must utilize the most recent Z83 form. The Z83 form must be fully completed in a manner that allows the selection committee to access the quality of a candidate based on the information provided in the form; **Failure to do so will results in disqualification.**
2. A detailed Curriculum Vitae (CV).
3. Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of interview.
4. It is the responsibility of the applicant to have foreign qualification evaluated by the South African Qualification Authority.
5. Applicants applying for more than one (1) post must submit a separate form Z83 as well as the documentation mentioned above in respect of each post.
6. The **Reference Number** and **Position** of the post you applying, as stated in the advert must be clearly indicated in the columns provided on the form Z83.

##### B. **Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered / accepted.**

- C. Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not received any response after four weeks from the closing date of this advert, consider your application as unsuccessful.
- D. People with disabilities should feel free to apply for the posts.
- E. The appointment is subject to positive outcome obtained from the SSA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience from previous employers, vetting criminal clearance – Verification of Qualifications by SAQA)

**This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the department.**

**DUE TO FINANCIAL CONSTRAINTS, S&T WILL NOT BE PAID TO THOSE WHO ATTEND INTERVIEWS.**

The closing date for applications is: **15<sup>th</sup> March 2024 before 3:00pm**  
*Original copy has been signed by the CEO*

CHIEF EXECUTIVE OFFICER  
CLAIRWOOD HOSPITAL

DATE



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# ADVERTISEMENT

**POST** : OPERATIONAL MANAGER-SPECIALTY: PHC (GATEWAY CLINIC)  
**NUMBER OF POST** : 01  
**CENTRE** : CLAIRWOOD HOSPITAL  
**SALARY NOTCH** : R 627 474.00 per annum  
**REFERENCE NO.** : CL 02/2024  
**OTHER BENEFITS** : 13th cheque, Home owners allowance, Medical aid  
Optional (employee must meet prescribed requirements)

### MINIMUM REQUERMENTS:

- National Senior Certificate (Grade 12) or Standard 10.
- Diploma/degree in General nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) **plus**,
- Current registration with SANC as General Nurse and midwifery and Primary Health Care **plus**,
- A minimum of **9 years** appropriate / recognizable nursing experience after registration as a Professional Nurse and Midwifery with SANC in General Nurse of which 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care.

### KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES

- Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery .
- Knowledge of all applicable Regulations, Acts and Legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc.
- Knowledge of Human Resource and Financial Management.
- Good communication, interpersonal relations, counselling, conflict management, and decision making skills.
- Leadership, supervisory, organizational, decision making and problem solving, conflict handling and counseling.

### KEY PERFORMANCE AREAS (KRA's)

- Implementation of Quality Improvement Plan.
- Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget
- Supervise and monitor staff performance according to EPMDs.
- Deal with disciplinary and grievance matters including monitoring and managing absenteeism.
- Evaluate and monitor compliance with clinical protocols norms and standards within the clinic.
- Facilitate the realization and maintenance of Ideal Clinic Programme and Core standards in the facility.
- Conduct patients' experience of care and develop quality improvement plans.
- Ensure proper management of patients' safety incidents and development of quality improvement plans thereof.
- Work as part of the multidisciplinary team to ensure good nursing care.
- Facilitate the attainment of Norms and Standards.
- Demonstrate and understanding of Human Resource and Financial Management Policies and procedures.
- Monitor and evaluate the care and management of all patients through clinical audits.
- Supervise and Monitor implementation of PHC re-engineering.
- Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan implementation plan.
- Facilitate the planning, organizing and monitoring of objective of the facility.
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.



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- Develop and facilitate strategies to achieve targets for priority programs as set on indicators.
- Ensure proper management of complaints, compliments and suggestions and develop quality improvement plans thereof.

**Closing date for applications:** 15<sup>th</sup> March 2024

**Enquiries: Mr. T.G Mbanjwa:** Deputy Nursing Manager  
Telephone: 031 451 5177

**Applications may be sent to: Attention: HUMAN RESOURCE DEPARTMENT**  
Clairwood Hospital  
Private Bag X04  
Mobeni  
4060

or

**Hand deliver : HUMAN RESOURCE DEPARTMENT**  
1 Higginson Highway  
Mobeni  
4060