



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

### CLAIRWOOD HOSPITAL

Private Bag X 04, MOBENI 4060  
1 Higginson Highway, MOBENI, 4060  
Tel: : 031 451 5118 E-mail address: [angel.stihole@kznhealth.gov.za](mailto:angel.stihole@kznhealth.gov.za)

### DIRECTORATE:

HUMAN RESOURCE MANAGEMENT SERVICES  
RECRUITMENT AND SELECTION

Reference: HRM 4/1

Date: 01/12/2021

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

### CIRCULAR MINUTES : CL 06/2021

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

1. The following documents must be submitted: -
  - (a) Application for Employment form (Z83), obtainable at any Government Department or from website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za)
  - (b) The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of highest educational qualifications, professional registration certificates, Identity Documents and drivers license (Not copies of certified copies)
2. The reference number must be indicated in the column provided on the form Z83.
  - (a) **Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered / accepted.**
  - (b) Please note that due to a large number of applications envisaged to receive, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. Applicants are respectfully informed that if no notification of appointment is received within 2 months after the closing date, they must accept that their applications were unsuccessful.
  - © Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/ Permanent Residents/Work Permit holders must submit documentary proof together with their applications.
3. **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 employment verification 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: **28 December 2021**

  
DR O FRANCIS  
ACTING CHIEF EXECUTIVE OFFICER



## **KWAZULU-NATAL PROVINCE**

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<b>POST</b>	:	<b>Deputy Manager Nursing (level 1&amp;2)</b>
<b>No. of Post</b>	:	<b>01</b>
<b>INSTITUTION</b>	:	<b>Clairwood Hospital</b>
<b>REFERENCE NUMBER</b>	:	<b>CL 05/2021</b>
<b>SALARY</b>	:	<b>R 856 272.00 – R963 723.00 per annum Plus</b>
<b>OTHER BENEFITS</b>	:	<b>13<sup>th</sup> Cheque</b> <b>Medical Aid (Optional)</b> <b>Housing Allowance (Employee must meet prescribed Requirements)</b>

### **REQUIREMENTS FOR THE POST**

- Senior Certificate (Grade 12)
- Degree OR Diploma in General Nursing
- A minimum of 09 (nine) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing.
- At least 4 (Four) years of the period referred to above must be appropriate/recognizable experience Management level.
- Proof of previous experience and current employment experience (Certificate of Service) endorsed and stamped by Human Resource Office.
- Current registration with the SANC
- Valid driver's licence EB (code 08) and
- Computer certificate.

### **RECOMMENDATIONS**

- Degree/ Diploma in Management.

### **KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED**

- In depth knowledge and understanding of health related Acts, Regulations, Guidelines and other related policies such as Nursing Act and Regulations Health Act. Health Act and Code of Ethics.
- Knowledge and understanding of Professional practice of South African Nursing Council, Nursing standards of practice, Scope of Practice, Occupational Health and Safety Act and Mental Act.
- Knowledge and understanding of Legislative framework governing the Public services including: Skill Development Act, Public Service Regulations, Labour Relations Act, Grievance procedures and disciplinary procedures.
- Good Communication, report writing, facilitation, co-ordination, decision-making, leadership, negotiation, networking and interpersonal skills.
- Strategic planning, Responsiveness, Pro-activeness, Professionalism, Accuracy and Flexibility to work under pressure.



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### **KEY PERFORMANCE AREAS**

- Provide guidance towards the realisation of the strategic goals and objectives of the division Nursing Component by establishing the strategic direction of the component to ensure the alignment with its business plans and participating in the development of the hospital Strategic plan.
- Provide professional, technical and management support for the provision of quality patient care through proper management of Nursing care programs.
- Advocate and ensure promotion of nursing ethos and professionalism.
- Develop and monitor of policies, programme, regulation, practices, procedures and standards pertaining to Nursing care.
- Utilise information technology and other management information systems to manage nursing information for the enhancement of service delivery.
- Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care.
- Manage and utilize resources i.e. human financial, physical and material in accordance with relevant directives and legislation.
- Establish, Supervise and maintain coordinated functioning of the Nursing service to ensure acceptable standards of patient care.
- Analyse staffing needs and develop a plan to meet the needs and continuously review, explore and utilization opportunities for professional development to enhance professional knowledge.
- Formulate and manage the component's budget against its strategic objectives and ensure proper utilisation thereof.
- Initiate and identify ways of containing health care costs without compromising standards.
- Facilitates formulation, reviewing policies, procedures and implementation thereof.
- Ensure functioning quality improvement programmes in each component/ department.
- Monitor expenditure by putting into place relevant mechanism to ensure appropriate and economical use of resources.

**ENQUIRIES: Dr O Francis (031 451 5180)**

**CLOSING DATE: 28 December 2021**

All applications should be forwarded to:

**The Human Resource Department  
Clairwood Hospital  
Private Bag x 04  
MOBENI  
4060**

**OR**

**Hand Delivered to:**

**Clairwood Hospital  
1 Higginson Highway  
MOBENI  
4060**