



**health**

Department:  
Health  
PROVINCE OF KWAZULU-NATAL

**DIRECTORATE**

CHURCH OF SCOTLAND HOSPITAL  
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HUMAN RESOURCE MANAGEMENT

**ENQUIRIES** : Mrs N.P. Sithole  
**DATE** : 2021.12.17

**VACANCY CIRCULAR: COSH 9/2021**

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Institutions must notify all employees who qualify for posts in this internal circular minute even if they are absent from their normal places of work.

All applications should be forwarded to: The Chief Executive Officer, Church of Scotland Hospital, Private Bag X 502, TUGELA FERRY, 3010

**DIRECTIONS TO CANDIDATES**

1. The following documents must be submitted:-
  - (a) Application for Employment (Form Z83), obtainable from any Public Service Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za)
  - (b) Certified copies of highest educational qualifications and/or professional registration certificate – not copies of certified copies.
  - (c) Curriculum Vitae
  - (d) ID Copy
2. The reference number must be indicated in the column provided on the form Z83.

**NB: Failure to comply with the above instructions will disqualify applicants**

3. Please note that due to the large number of applicants we envisage to receive, only Short-listed candidates will be contacted. If you have not been contacted within 2(two) weeks after the closing date, please accept that your application was unsuccessful.
4. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship, verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC).
5. People living with disabilities should feel free to apply for these positions
6. **PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS NO S&T CLAIMS WILL BE CONSIDERED FOR PAYMENTS TO CANDIDATES THAT ARE INVITED FOR THE INTERVIEW.**

**The closing date for submission of applications is: 2022.01.20**

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different)

**ORIGINAL SIGNED BY CEO**

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**MRS B. DLOMO**  
**CHIEF EXECUTIVE OFFICER**  
**CHURCH OF SCOTLAND HOSPITAL**

**POST : PROFESSIONAL NURSE SPECIALTY (OPHTHALMIC NURSE)**  
**CENTRE : CHURCH OF SCOTLAND HOSPITAL**  
**REF NO : COSH 21/2021**  
**RENUMERATION : R 383 226.00 p.a**  
**OTHER BENEFITS : 13th CHEQUE, MEDICAL AID (OPTIONAL), 12% RURAL ALLOWANCE HOUSING ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)**

**MINIMUM REQUIREMENTS FOR THE POST:**

- Degree / Diploma in Nursing or equivalent qualification that allows registration with SANC as a professional Nurse and Midwifery.
- Current registration with SANC as an Ophthalmic nurse.
- A minimum of 4 years appropriate recognizable experience in nursing after registration as a professional nurse.
- One year post basic qualification in ophthalmic nursing
- Current SANC receipts (2022)
- Proof of previous and current employment experience endorsed by Human Resource office to be attached.

**RECOMMENDATIONS**

- Computer Literacy
- Drivers Licence

**KNOWLEDGE, SKILLS AND COMPETENCIES:**

- Knowledge of South African Nursing Council (SANC) rules and regulations
- Decision making and problem solving skills
- Conflict Management and negotiation skills
- Skills in organizing ,planning and supervising
- Leadership, organizational, decision making and problem solving skills
- Knowledge of Public Service Policies, Acts and Regulation
- Knowledge of Batho Pele and Patient's Right Charter

**KEY PERFORMANCE AREAS:**

- To perform clinical nursing practice in accordance in accordance with the scope of practice and nursing standards for a primary health care sitting.
- Supervision of cataract case finding ,cataract surgery marketing and rapid assessment of cataract surgical coverage in the community
- Assessment ,diagnosis, treatment and follow on eye conditions that are manageable by the Ophthalmic nurse
- Diagnosis and referral of other specified eye conditions
- Supervision of the screening of school children, chronic patients including diabetics
- Prescribing and dispensing of glasses
- Performing fast queue for chronic patients
- Provision of in service training to staff at the hospital and clinics
- Provision of a preparation of patient for surgical, assisting the surgeon in the operating room and post –operative care
- Administration of the eye services e.g, scheduling clinic visits completion of stats, stock control ,budget preparation etc.
- Establishment and maintenance of support groups
- Collaborating with relevant authorities e.g community leaders , religious leaders traditional healers, school heads etc.

**ENQUIRIES : MRS S.Z. MABASO : TEL NO: 033 4931000 EXT. 4014**

**POST : PROFESSIONAL NURSE SPECIALTY (OPD, TRAUMA & RESUSCITATION)**  
**NO. OF POSTS : ONE (1)**  
**CENTRE : COSH, OPD, TRAUMA AND RESUSCITATION**  
**REFERENCE NO. : COSH 22/2021**  
**SALARY : R383 226.00 PER ANNUM**  
**OTHER BENEFITS : 13<sup>TH</sup> CHEQUE, PLUS 12% RURAL ALLOWANCE**  
**MEDICAL AID (optional) ; HOUSING ALLOWANCE (employee must meet prescribed requirements)**

**MINIMUM REQUIREMENTS :**

- Degree /Diploma in General Nursing and Midwifery
- Proof of current registration with the SANC (2022) or proof of payment obtainable at HR
- Grade 12 certificate
- Minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing & Midwifery plus 1 year post basic diploma in Trauma and Emergency Nursing Science/ Medical and Surgical Nursing Science (Emergency Nursing) / Medical and Surgical Nursing Science (Critical Care Nursing)
- **Certificate of service which is endorsed and stamped by Human Resources office**

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED**

- Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework.
- .In-depth knowledge on procedures and guidelines related to trauma and emergency nursing care
- Ability to deal with patients professionally
- Demonstrate advanced resuscitation skills
- Good communication skills (verbal and non-verbal)
- Ability to work within multi-disciplinary team and have problem solving skills
- Analytic thinking and decision making skills
- Ability to formulate patient care related policies
- Co-ordination, organizing and planning skills
- Good insight of procedures and policies pertaining nursing care

**KEY PERFORMANCE AREAS:**

- Provide nursing care that leads to improved service delivery by maintaining client satisfaction.
- Maintain standards, resources and systems required through utilization and development of efficient service
- Display a concern for patients, promoting and advocating proper treatment and care
- Ensure good nursing care that is cost effective, equitable and efficient
- Supervise junior staff, assist with compiling and updating of procedural guidelines
- Identify areas of improvement, problems etc and assist the OM in the formulation of QIPs..
- Triage and manage medical and surgical emergencies effectively
- Assist in record keeping and provide accurate statistical information.
- Be well versed with disaster management procedure
- Display competency in resuscitation and actively be involved in in-service education
- Be cognizant of measures to prevent clinical risks and
- Ensure proper utilization of resources.
- Maintain professional growth/ethical standards and self-development
- Assist in compiling and updating of procedural guidelines
- Ensure that the patient's needs are taken into account
- To execute duties and functions with proficiency within the provided prescripts and applicable legislation.
- Provide safe and therapeutic environment that allows for practice of safe nursing
- Render professional assistance to medical and other related professionals.
- To render quality and holistic patients care
- Adherence to Batho Pele Principles including patient's rights charter

**ENQUIRIES : MRS S.Z. MABASO : TEL NO: 033 4931000 EXT. 4014**

**JOB TITLE** : OPERATIONAL MANAGER- GENERAL (NIGHT RELIEF)  
**NO. OF POST(S)** : 01  
**CENTRE** : CHURCH OF SCOTLAND HOSPITAL  
**REFERENCE** : COSH 23/2021  
**SALARY** : R444 276.00 PER ANNUM  
**ALLOWANCES** : 12% RURAL ALLOWANCE, 13<sup>TH</sup> CHEQUE, MEDICAL AID (OPTIONAL),  
HOUSING ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED  
REQUIREMENTS)

#### **MINIMUM REQUIREMENTS**

- Senior Certificate
- Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse(obtainable from College/University)
- Registration with SANC as General Nurse and Midwife
- Current South African Nursing Council receipt – licence to practice (2022)
- Minimum experience: 7 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse
- Minimum experience of 3 years in a managerial position
- Certificate of service endorsed by HR as proof of experience

#### **RECOMMENDATION**

- Diploma /Degree in Nursing Management will be an added advantage
- Proven computer literacy

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

- Knowledge and insight into nursing processes and procedures □ Nursing statutes and other relevant Public Service Acts.
- Decision making & problem solving skills
- Interpersonal skills in dealing with conflict management
- Knowledge and implementation of Norms and Standards and Ideal Hospital Realisation and Maintenance Framework
- Good communication skills
- Supervisory and analytical thinking skills.
- Application of the APIER and SMART approach
- Ability to work under pressure
- Willingness to work shifts, night duty, weekends and public holidays including extra hours when need arises.

#### **KEY PERFORMANCE AREAS**

- Ensure the provision of quality patient care in an efficient and cost effective manner
- Manage the effective utilization of all resources (human and material) in the unit.
- Ensure effective implementation of infection control and prevention practices by all staff including support service and cleaning staff.
- Supervise implementation of health care delivery policies, procedures, clinical guidelines, protocols, Operational and Strategic Plans aimed at improving service delivery.
- Facilitate and ensure the implementation of Departmental Priorities, Norms and Standards and Ideal Hospital Realisation and Maintenance Framework
- Monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patients' records.
- Monitor and evaluate staff performance(PMDS)
- Ensure effective data management & Conduct clinical audits
- Ensure ethics and professionalism is maintained.
- Demonstrate effective communication with staff, patients, colleagues, and clinicians(multidisciplinary team)
- Exercise control over discipline grievance and all labour related issues
- Monitor waiting times by conducting waiting time surveys
- Management of Patient Safety Incident as per guidelines
- Management of complaints as per guidelines.

**ENQUIRIES: MRS S.Z. MABASO TEL. NUMBER 033 4931000 EXT. 4014**

**POST : OPERATIONAL MANAGER NURSING - PHC**  
**CENTRE : CHURCH of SCOTLAND HOSPITAL**  
**REF NO : COSH 24/2021**  
**RENUMERATION : R562 800.00 PER ANNUM**  
**OTHER BENEFITS : 13th CHEQUE MEDICAL AID (OPTIONAL)**  
**HOUSING ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)**

**REQUIREMENTS FOR THE POST:**

- Grade 12 certificate
- Degree/ Diploma in General Nursing plus 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care
- Current registration with SANC as a General Nurse and Midwifery (2022 receipt)
- A minimum of 9 years appropriate/ recognize experience in Nursing after registration as a Professional Nurse with the SANC. Five (5) years of the period referred to above, must be appropriate/recognized experience after obtaining a 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care

**NB: Proof of current and previous experience endorsed and stamped by Human Resource (Service certificate must be attached)**

**RECOMMENDATIONS**

- Training certificate on Nurse initiated and management of ART (Nimart)
- Possession of driver's licence code 8 (B) OR 10 (C1)
- Nursing Education Certificate

**KNOWLEDGE, SKILLS AND COMPETENCIES:**

- Knowledge of Nursing Care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Public Service Regulations. Labour Relations Act, disciplinary code and procedures, grievance procedure etc.
- Knowledge of SANC rules and Regulations and other relevant Legal framework
- Knowledge of Quality Assurance programmes, Batho Pele principles and patient Right charter
- Insight into procedures and policies pertaining to nursing care
- Human Resource Management and basic financial management skills
- Leadership organisational , supervisory and report writing skills
- Good communication , counselling , interpersonal relations, conflict management, decision making and problem solving skills
- Computer skills in basic programmes

**KEY PERFORMANCE AREAS:**

- Monitor provision of quality and comprehensive health care package,.
- Assist in planning , organizing and monitoring of objectives of the specialized unit
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery
- Ability to plan and organize own work and that of support personnel to ensure proper nursing care
- Display a concern for patient, promoting and advocating proper treatment and nursing care
- Participate in the analysis and formation of nursing policies and procedures
- Ensure adherence to all policies and procedures in order to prevent litigations..
- Work as part of the multidisciplinary team to ensure good service delivery and care
- Demonstrate effective communication with patients and multidisciplinary team
- Participate in the attainment of Norms and Standard status
- Participate in the analysis and formation of nursing policies and procedures
- Provide direct and indirect supervision of staff in-service
- Demonstrate an understanding of Human Resource and Financial Management Policies and procedures
- Monitor and evaluate the care and management of all patients
- Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyse 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.

**ENQUIRIES: MRS S.Z. MABASO TEL. NUMBER 033 4931000 EXT. 4014**

**POST : ASSISTANT MANAGER NURSING SPEC.(THEATRE, CSSD & TRAUMA/CASUALTY SERVICES)**  
**CENTRE : CHURCH OF SCOTLAND HOSPITAL**  
**REF NO : COSH 25/2021**  
**RENUMERATION : R 614 991.00**  
**OTHER BENEFITS : 13th CHEQUE MEDICAL AID (OPTIONAL),HOUSING ALLOWANCE**  
**(EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)**

**MINIMUM REQUIREMENTS FOR THE POST:**

- Degree / Diploma in Nursing or equivalent qualification that allows registration with SANC as a professional Nurse and Midwifery.
- Current registration with SANC as an Operating Theatre Nurse.
- A minimum of **10** years appropriate recognizable experience in nursing after registration as a professional nurse with SANC..
- Current SANC receipts (2021)
- **At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post- basic qualification in the relevant specialty.**
- At least 3 years of the period referred to above must be experience in Management
- Proof of previous and current employment experience endorsed by Human Resource office to be attached.
- Qualification in Nursing Management/Adminstration

**RECOMMENDATIONS**

- Computer Literacy
- Valid driver's licence Code 8

**KNOWLEDGE, SKILLS AND COMPETENCIES:**

- Knowledge of South African Nursing Council (SANC) rural and regulations
- Decision making and problem solving skills
- Conflict Management and negotiation skills
- Demonstrate effective communication with patients, supervisors, other health professionals and Junior colleagues including more complex report writing when required Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team.
- Leadership, organizational, decision making and problem solving skills
- Report writing skills, and time management skills, Good communication, interpersonal relations, counselling and conflict management skills.
- Ability to formulate patient care related policies
- Knowledge of Public Service Policies, Acts and Regulation

**KEY PERFORMANCE AREAS:**

- Ensure co-ordination of various clinical and support services that functions are performed within a multi-disciplinary approach to allow for total patient care
- Contribute to the development of clinical management guidelines and protocols for management of patients and ensure acceptable level of care within available resources.
- Formulate and monitor operational plan which is online with the strategic plan of the hospital and department.
- Assist in the implementation of priority programmes e.g. Norms and Standards to improve universal health coverage
- Monitor and maintain standards set by accreditation bodies to improve quality of health care
- Formulate programmes and projects and ensure implementation thereof
- Executes function with proficiency within the prescripts of all applicable legislation and support the aims and objectives of the institution
- Evaluate patients care programmes from times and make proposals for improvement that is supported by strong work ethics
- Ensure effective and efficient utilization of all resources allocated
- Ensure implementation and maintenance of clinical competencies and to ensure that scientific principles of nursing processes are maintained.
- Provide expert advices concerning clinical management of patients

**POST** : **PROFESSIONAL NURSE (GENERAL STREAM)**  
**NO. OF POSTS** : **(3)**  
**CENTRE** : **GATEWAY; NOCOMBOSHE AND ETHEMBENI CLINIC**  
**REFERENCE** : **COSH 26/2021**  
**SALARY** : **R256 905 PER ANNUM**  
**ALLOWANCES** : **RURAL ALLOWANCE, 13<sup>TH</sup> CHEQUE, HOUSING ALLOWANCE AND MEDICAL AID (EMPLOYEE MUST MEET THE PRESCRIBED REQUIREMENTS)**

#### **MINIMUM REQUIREMENTS FOR THE POST**

- Grade 12 / Std 10 certificate or equivalent.
- Diploma/Degree in General Nursing and Midwifery .
- Proof of current registration with SANC (2022 receipt)
- Current registration with SANC as a General Nurse, Midwifery
- Proof of previous and current employment experience endorsed by Human Resource office to be attached

#### **RECOMMENDATIONS:**

- Valid Driver's license Code 8

#### **KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED**

- Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks.
- Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework.
- Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- Financial and budgetary knowledge pertaining to the relevant resources under management.
- Insight into procedures and policies pertaining to nursing care.
- Computer skills in basic programs.

#### **KEY PERFORMANCE AREAS**

- Facility provision of comprehensive package of service at PHC level and implementation of quality improvement programs to comply with NHL
- Ensure adequate control of human and material resources including vehicles
- Evaluation and monitor compliance with clinical protocols, norms and standards within the clinic
- Analyze, verify and interpret statistics
- Compile and submit reports timeously
- Assist, Support and participate in clinical audits in the facility
- Maintain constructive working relationship with all stake holders i.e. inter-professional, inter-sectoral and multi-disciplinary team
- Actively participate in initiatives to decongest the facility i.e. CCMD projects

**ENQUIRIES : MRS S.Z. MABASO**

**TEL: 033 4931000 EXT. 4014**