TO: HEADS OF INSTITUTIONS

RE: VACANCIES IN THE DEPARTMENT OF HEALTH: McCORD PROVINCIAL EYE HOSPITAL CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL PRACTITIONER)

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the posts are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:

1) The following documents must be submitted:
   a) ‘Application for employment’ form (form Z83); which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za.
   b) A detailed ‘Curriculum Vitae’
   c) Recently certified copies of identity/ passport documents; all educational qualifications including Matric Certificate, professional registration certificates where applicable and certificate/s of service from previous employer/s (* Note it is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) – and not copies of certified copies.

2) 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.

3) The ‘Reference Number’ and ‘Position’ for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83.

4) All employees in the Public Service that are presently on the same salary level, but on a notch/package above as that of the advertised post are free to apply.

5) The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications).

6) The successful candidate would be required to sign a performance agreement within three months of appointment.

7) Non- South African citizen applicants must have a valid work permit and proof must be attached thereof.

8) Please note that due to the high number of applications 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, consider your application as unsuccessful, please.

9) Persons with disabilities should feel free to apply for the post.

10) The Department reserves the right not to fill the post/s.

11) Please note that no emailed or faxed applications will be accepted.

Failure to comply with the above instructions will disqualify applicants.

(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.)

Fighting Disease, Fighting Poverty, Giving Hope
Original signed by Acting CEO

ACTING HOSPITAL CEO

POST/COMPONENT: Clinical Programme Co-Ordinator (IPC)
NO. OF POSTS: 1
REFERENCE NO: CPC/IPC/06/2020
SALARY: Grade 1: R383 226.00
          Grade 2: R471 333.00
COMPONENT: Monitoring and Evaluation
HOSPITAL/CENTRE: McCord Provincial Eye Hospital
BENEFITS: 13th Cheque, Home owner allowance and Medical Aid
          (Employee must meet prescribed conditions)

MINIMUM REQUIREMENTS

- Senior Certificate
- Diploma / Degree in General Nursing
- Registration Certificate with SANC as a Professional nurse.
- A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC as a General Nurse.
- Current SANC Receipt.
- Proof of current experience endorsed by the Human Resource Department and or Certificate of Service for previous service.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge on applicable legislation such as Health Act, Nursing Act, Occupational Health and Safety Act and Waste Management Act.
- High level of verbal and written communication skills.
- Must have good interpersonal relations.
- Computer literacy in word processing and spread sheet packages.
- Presentation Skills – assertive and diplomacy.
- High level of innovation and initiative.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
KEY PERFORMANCE AREAS

- Facilitate and oversee the development of an IPC operational plan to give strategic direction.
- Develop, implement, monitor and evaluate the Operational Plan and also provide feedback to Management.
- Ensure a functional infection prevention and control programme in the facility.
- Conduct IPC audits and monthly committee meeting and ensure a functional IPC committee.
- Develop a quality improvement plan, compile statistics and reports.
- Facilitate IPC surveillance of health care associated infections.
- Conduct active and passive surveillance.
- Investigate potential outbreaks and report on health care associated infections.
- Ensure that staff development and training takes place.
- Develop an IPC orientation and induction plan.
- Compile training schedules.
- Observe disease out breaks and conduct the necessary training.
- Analyze provincial policy imperatives with a view to develop and maintain institutional protocols and standards.
- Ensure that provincial guidelines are followed.
- Develop institutional protocols.
- Ensure dissemination of information and adherence to institutional IPC protocols.

ENQUIRIES: N Ntoninshi          TELEPHONE: 031. 268 5713

CLOSING DATE: 2020/06/30 at 15h00

All applications to be forwarded to:
The Hospital Manager,
McCord Provincial Eye Hospital,
PO Box 37587,
Overport,
4067.

Attention: Hr Recruitment

OR dropped off at Sinikithemba Building, Human Resource Department, McCord provincial Eye Hospital in the box that is at the entrance.