



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:
CHRIST THE KING HOSPITAL

Physical Address : No 1 Peter Hauff Drive, Ixopo
Postal Address P/BAG X 542, Ixopo, 3276
Tel: 039 834 7500 Fax: 039 834 2828 Email: Zobusa.mhlongo@kznhealth.gov.za
www.kznhealth.gov.za

Ref : HRM 7/1
Enquiries: Ms. PNS Shezi
Tel no :Ext 7507
Date : 17/11/2021

TO ALL HEADS OF INSTITUTIONS

CIRCULAR FOR VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTES No. CTK 08/2021

The contents of this Circular Minute must be brought to the attention of all eligible employees on your establishment without delay. Institutions must notify all employees who qualify even if they are not in their normal places of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted and if not submitted the applicant will be disqualified forthwith:-
 - Application for Employment Form (Z83), which is obtainable at any Government department OR from the website- www.kznhealth.gov.za
 - Certified copies of Highest Educational Qualifications- not copies of certified copies.
 - Curriculum Vitae
 - Certified copy of Identity Document – not copy of a copy
 - Certified copy of drivers licence
 - The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (**CTK 08/2021**)

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

2. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be contacted.
3. Employment Equity target 1st preference is African Male.
4. **Due to financial constraints, No S&T claims will be compensated to shortlisted candidates.**
5. The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks:(security checks, credit records, qualification, citizenship and previous experience verifications)
6. This Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representatively at all levels of different Occupational categories in the hospital and **Persons with disabilities should feel free to apply for the post/s.**

Closing date for applications is: 28 December 2021

ORIGINAL SIGNED BY CEO

Mrs SW Maseko
CHIEF EXECUTIVE OFFICER
CHRIST THE KING HOSPITAL

POST: **OPERATIONAL MANAGER NURSING - GRADE 1**
INSTITUTION: Christ The King Hospital (**Nokweja clinic**)
NO OF POSTS : 01
Reference number : **CTK 08/2021**
Salary Notch : **R 562 800.00.00- R633 432 00 per annum**
Salary level : 10
Other Benefits : 13th cheque
: Rural Allowance 8% of basic salary
Medical aid (optional) and
Housing allowance
Home owner's allowance (optional and provided the incumbent meets the requirements)

MINIMUM REQUIREMENTS:

- Grade 12 (Senior certificate)
- Basic R425 qualification i.e. Degree / Diploma in General Nursing and midwifery allows registration with SANC as a Professional Nurse 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 General Nurse of which **5 years** must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care.

Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached

RECOMMENDATION

- Valid Code EB Driver's license (Code8)
- Computer certificate

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Good report writing and time management skills.
- Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery.
- Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees.
- Good communication, interpersonal relations, counselling, conflict management skills and decision making.
- Knowledge of all applicable 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.
- Leadership, organizational, decision making and problem solving, conflict handling and counselling.
- Co-ordination and planning skills
- Ability to assist in formulation of patient care related policies

KEY PERFORMANCE AREAS

- Implementation of Quality Improvement Plan.
- Conduct patient satisfaction survey and waiting times for the clinics.
- Ensure adequate control and allocation of Human, Financial and Material resources
- Facilitate that the clinic has functional clinic committee and ensures community participation.
- Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget.
- Supervise and monitor staff performance according to EPMS.
- Deal with disciplinary and grievance matters including monitoring and managing absenteeism.
- Facilitate provision of clinical services, educational services and be involved in medical research.
- Evaluate and monitor compliance with clinical protocols norms and standards within the clinic.
- Analyse and interpret statistic including PHC Programme indicators.

- Maintain intersectoral collaboration by participate in Operation Sukuma Sakhe Programme.
- Facilitate the realization and maintenance of Ideal Clinic Programme and Norms and standards in the facility.
- Support PHC re-engineering by ensuring that outreach teams are functional.
- Ensure quality data management is implemented and monitored at the clinic

Enquiries: Ms. PNS Shezi: Tel no: 039 834 7533

Applications forwarded to:

Human Resource Manager

Private bag X 542

Ixopo

3276

Or

Hand delivered to:

Christ the King Hospital

Human Resource Office

No 1 Peter Hauff Drive

Ixopo

3276

Attention: **MR. ZC Mhlongo**