



Reference: HRM 4/1
Enquiries: Mr F.K. Xaba
Date : 30/08/2023

VACANCY CIRCULAR

**TO: ALL HEADS OF DEPARTMENTS: VACANCIES IN THE DEPARTMENT OF HEALTH
CIRCULAR MINUTE NO. CTK 24/2023**

The content of this Circular Minute must be brought to the notice of all eligible officers on the establishment of all institutions. It must be ensured that all those who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES

The following documents must be submitted

Application for employment Form (Z.83) which is obtainable from any Government Department or from the website- www.kznhealth.gov.za

1. Applicants for employment are **NOT** required to submit copies of qualification and other relevant documents on application but submit the Z83 form and detailed Curriculum Vitae (CV) only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates.
2. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 24/2023
3. **Persons with disabilities should feel free to apply for the post/s**

N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted.

4. **Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC).**
5. Please note that due to financial constrains no S&T claims will be paid to candidates invited for the interview.
6. 1st preference African male.

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.

Original signed by CEO

**MRS S.W. MASEKO
CHIEF EXECUTIVE OFFICE
CHRIST THE KING HOSPITAL**

POST : **OPERATIONAL MANAGER GENERAL STREAM GRADE1, 2**
CENTRE : **CHRIST THE KING HOSPITAL**
NUMBER OF POST : **01**
REFERENCE : **CTK 24/2023**
SALARY : **R 497 193.00 plus 8% rural allowance**
BENEFITS : 13th Cheque, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements).

MINIMUM REQUIREMENTS:

- Grade 12 qualification
- Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the nursing South African Council as a Professional Nurse
- Registration with SANC as a Professional Nurse and Midwife /Accoucher
- Proof of current registration with SANC (2023 receipt)

EXPERIENCE:

- A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC
- **Current and previous proof of experience endorsed by HR**

RECOMMENDATIONS:

- Proof of Computer literacy
- Diploma in Nursing Administration / Health Service Management.

KNOWLEDGE AND SKILLS:

- Ability to interact with diverse stakeholders and health care users
- Good verbal and communication skills
- Facilitation and co-ordination skills
- Problem solving skills
- Ability to plan, organize and to manage conflicts
- Ability to work with the team

KEY PERFORMANCE AREAS:

- Supervise service delivery and develop all practices and systems to ensure provision of an effective patient care through health promotion programs and adherence to quality improvement practices
- Maintain constructive working relationships with nursing and other stake holders
- Manage and monitor proper utilization of human, financial, physical and material resources
- Participate in the analysis, formulation and implementation of nursing guidelines, standards and procedures
- Develop and control risk management in the unit
- Manage grievances according to prescripts
- Ensure implementation of EPMDS in the unit
- Deputize Assistant Manager Nursing both on night and day duty
- Ensure implementation of National Core Standards in the unit

ENQUIRIES: Miss M.L.N. Mthembu Telephone No. (039) 834 7500 – ext. 7503

Closing date: 22/09/2023

APPLICATIONS MUST BE HAND DELIVERED TO:

Human Resource Department

Christ The King Hospital

No. 1 Peter hauff Drive

Ixopo

3276

Or

Christ The King Hospital

Private Bag X524

Ixopo

3276

For Attention : Assistant Director: HRM