



Reference : HRM 4/1  
Enquiries : Mr Z.C Mhlongo  
Date : 10/01/2024

**VACANCY CIRCULAR**

**TO: ALL HEADS OF DEPARTMENTS: VACANCIES IN THE DEPARTMENT OF HEALTH  
CIRCULAR MINUTE NO. CTK 48/2023**

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](http://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 fully completed Z83 form and fully updated 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 44/2022
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 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 constraints no S&T claims will be paid to candidates invited for the interview.
6. Christ The King Hospital Employment Equity target for this post is African Male.

**This Department is an equal opportunity, affirmative action employer whose aim is to promote representativity in all levels of all occupational categories in the Department.**

ORINALLY SIGNED BY CEO

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

**POST:** OPERATIONAL MANAGER NURSING – GENERAL STREAM  
**COMPONENT:** OPD/ CASUALTY COMPLEX  
**NUMBER OF POSTS:** 01  
**REFERENCE NO:** CTK 48/2023  
**REMUNERATION:** **R497 193.00 Grade 1, Grade 2 R575 898.00** per annum **PLUS**  
**OTHER BENEFITS:** 8% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements).

#### **MINIMUM REQUIREMENTS**

- Senior Certificate / Grade 12 certificate
- Degree /Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse and a midwife/accoucher
- Registration with the South African Nursing Council as a Professional Nurse and Midwife/Accoucher.
- A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing and Midwifery
- Current registration with SANC for 2024
- **Proof of current and previous working experience endorsed by human resource department(verification of employment and service certificate)**

#### **RECOMMENDATIONS**

- Registration certificate with SANC in Nursing Administration/ Management
- Certificate in Computer literacy
- Proof of experience in psychiatric, paediatric nursing and emergency services.
- The Employment Equity Target is an African Male.

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

- Knowledge of nursing care processes and procedures, nursing status, and other relevant .
- Legal frameworks.
- Knowledge of labour relations.
- Knowledge and experience in implementation of Batho Pele Principles and Patients Charter and Code of Conduct.
- Financial and budgetary knowledge pertaining to the relevant resources under Management.
- 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 skill.
- Knowledge of National Core Standards
- .Ability to provide mentoring, team building, supervisory skills and coaching to her or his supervisees.
- Knowledge of Quality Assurance programme
- Knowledge of health care programmes
- An Understanding of th challenges facing the public health sector but not overstepping scope of practice

#### **KEY PERFORMANCE AREAS**

- Execute professional Nurse's duties and functions with proficiency in support of strategic objectives and operational plan of the institution.
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery
- Ability to plan and organise own work and that of support personnel to ensure proper nursing care
- Display a concern for patients, promoting and advocating proper treatment and care
- Monitor provision of quality comprehensive service delivery at emergency unit.
- Maintain accurate and complete patient records
- Demonstrate effective communication with patients, community and multidisciplinary team
- Monitor safe patient service and improve client satisfaction
- Participate in the attainment of National Core Standard to the realization of Ideal Clinic (ICRM) status
- Participate in the analysis and formulation of nursing policies and procedures
- Provide direct and indirect supervision of all staff within the unit and guidance
- Demonstrate an understanding of Human Resources and Financial Management Policies and policies
- Monitored and evaluate the care and management of all patients through clinical audits
- Ability to supervise Medical and Surgical emergencies and refer appropriately
- Monitored implementation and performance on indicators on daily, weekly and monthly basis; provide feed-back to management, analyse data and draw up quality improvement plan.
- Exercise control of discipline and other Labour Related issues in terms of laid down procedures
- Ensure complaint management is functional in the unit
- Collaborate with the multidisciplinary health care team to identify actual and potential areas for nursing and health care team to identify actual and potential areas for nursing and health research in order to improve standards of quality care
- Implementation of quality improvement plan.

- Ensure staff development by using EPMDS system and other work related continuous Professional Development(CPD) training.

Closing Date: 02 February 2024

Enquiries: Ms MLN.Mthembu: Tel no: 039 834 7503

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 Peterhauff Drive  
Ixopo  
3276