TO ALL HEADS OF DEPARTMENTS IN THE KZN PROVINCIAL ADMINISTRATION INSTITUTIONS
VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTES

The contents of this Circular Minute must be brought to the attention off all eligible officers and employees on your establishment without delay, including those in all regional/district offices. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal places of work.

DIRECTION 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) Certified copies of highest education qualifications – not copies of certified copies.
   c) Curriculum Vitae
   d) Identity Document – Certified copy

2. The Circular Minute number must be indicated in the column provided on the Z83 form
e.g. Circular Minute Number ED 29/2005

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

3. Please note that due the large number of applications received, applications will not be acknowledged. However every successful candidate will be advised of the outcome of his or her application, in due course. If you have not been contacted within one (01) month after the closing date, please accept that your application was unsuccessful.

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all occupational categories in the Department) Persons with disabilities should feel free to apply.

CLOSING DATE: 24 JULY 2020

PLEASE FORWARD APPLICATIONS TO:
Attention: Human Resource Department
eDumbe Community Health Centre
Private Bag X 322
Paulpietersburg
3180

PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS S&T’s WILL NOT BE PAID
Post: Operational Manager Outpatients Department (OPD)
Institution: eDumbe Community Health Centre
No of post: 01
Reference No: ED 09/2020
Salary: R 562 800.00 per Annum
Other Benefits: 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet prescribed requirements) & 12% rural allowance.

MINIMUM REQUIREMENTS
- Senior certificate (Grade 12),
- Degree / Diploma in General Nursing and Midwifery,
- One year post basic qualification in Primary Health Care
- Current registration with SANC as Professional Nurse and Midwifery
- A minimum of (9) nine years recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery, of which five (5) years must be recognizable experience after obtaining one(1) year post basic qualification in Primary Health Care
- Certificate of service stamped and signed by the Human Resource Department must be attached.
- A valid driver’s license.
- Certificate of service from current and previous employers.
- Proof of current and previous experience endorsed and stamp by HR must be attached.

KNOWLEDGE, SKILLS AND EXPERIENCE
- Knowledge and insight into nursing process and procedures
- Knowledge of nursing statutes and other relevant Public Services Act/legislations
- Decision making and problem solving skills
- Interpersonal skills in dealing with conflict management
- Knowledge and implement Batho Pele principles
- Supervisory and analytical thinking skills
- Stress tolerance, flexibility, empathy and ability to communicate constructively
- Disaster management skills
- Team building and supervisory skills.

KEY PERFORMANCE AREAS
- Provide effective management and professional leadership ensuring that ward unit are organized and covered with Professional staff.
- To provide quality patient care.
- Provide effective supervision of wards ensuring implementation of nursing standard, policies and procedures.
- Manage and direct efficient utilization of resources to enhance service delivery.
- Exercise control of discipline, grievance and any other Labour related issues in terms of laid down procedures.
- Maintain client satisfaction through monitoring and setting of service standards.
- Implement and monitor National Core Standards.
- Implement EPMDS.
- Advocate for patients in facilitating proper treatment care, and adherence to Patient Rights Charter and Batho Pele Principles.
- Ensure to keep accurate records.
- Compile unit statistics monthly.

NB: Employment Equity Target: African Male

Enquiries: Ms Kunene BTN  Telephone No: 034 995 8500/45
Closing Date: 24 JULY 2020

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- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING