VACANCIES IN THE DEPARTMENT OF HEALTH (EG & USHER MEMORIAL HOSPITAL)
CIRCULAR MINUTE NO: EGUM 08/2020
DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
   (a) Application for Employment Form (Z83), which is obtainable at any Government Department or from the
       Website - www.kznhealth.gov.za
   (b) Certified copies of highest educational qualification – not copies of certified copies and certified copies
       must not be older than 3 months
   (c) Curriculum Vitae
   (d) Faxed applications will not be accepted

2. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 01/2020

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

3. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to
   the following checks (criminal clearance, credit records and citizenship), verification of Educational
   Qualifications by SAQA, verification of previous experience from Employers and verification from the
   Company Intellectual Property Commission (CIPC)

4. Applications in possession of a foreign qualification must attach an evaluation certificate from the
   South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents /
   Work permit holders must submit documentary proof together with their applications

5. Please note that due to large number of applications received, applications will not be acknowledged. However,
   every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from
   us within three months from the closing date, Please accept that your application has been unsuccessful

6. Please note that the target group in terms of the Employment Equity Target for this post is as follows:
   African Male. People with disabilities should feel free to apply

NB: DUE TO FINANCIAL CONSTRAINTS, NO S&T WILL BE PAID TO CANDIDATES WHEN ATTENDING THE
INTERVIEW

ALL APPLICATIONS SHOULD BE FORWARDED TO:
THE HOSPITAL MANAGER
EG & USHER MEMORIAL HOSPITAL
PRIVATE BAG X 506
KOKSTAD, 4700
[Attention: HUMAN RESOURCE MANAGER]

OR

HAND DELIVER APPLICATIONS TO: HUMAN RESOURCES OFFICE
EG & USHER MEMORIAL HOSPITAL
KOKSTAD, 4700

CLOSING DATE FOR APPLICATION: 2020/07/24

CHIEF EXECUTIVE OFFICER
EG & USHER MEMORIAL HOSPITAL

Date: 06/07/2020

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POST: OPERATIONAL MANAGER NURSING: PHC
INSTITUTION: E.G. & USHER MEMORIAL HOSPITAL – Mobile Clinic
NO.OF POST/S: 01 (One)
REFERENCE: EGUM 08/2020
SALARY NOTCH: R 532 499.00 – R 599 274.00 per annum
OTHER BENEFITS: 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

MINIMUM REQUIREMENTS
➤ Degree / Diploma in General nursing plus 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and care.
➤ Current Registration with SANC as a General Nurse with Midwifery (2020 receipt).
➤ A minimum of 9 years appropriate / recognize experience in nursing after registration as a Professional nurse with the SANC. Five (5) years of the period referred to above, must be appropriate / recognized experience after obtaining a 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, treatment and care.
➤ NB: Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached.

RECOMMENDATION:
➤ Training certificate on Nurse Initiated and management of ART (Nimart).
➤ Unendorsed Driver’s Licence (code 08 or 10).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED
➤ Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Public Service Regulations, Labour Relations Act, disciplinary code and procedures, grievance procedures etc.
➤ Knowledge of SANC rules and Regulations and other relevant Legal Framework.
➤ Insight into procedures and policies pertaining to nursing care.
➤ Human Resource Management and basic financial management skills.
➤ Leadership organisational, supervisory and report writing skills.
➤ Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills.
➤ Computer skills in basic programmes.

KEY PERFORMANCE AREAS
➤ Monitor provision of quality and comprehensive primary health care package, ICSM in the clinic.
➤ Assist in planning, organizing and monitoring of objectives of the specialized unit.
➤ Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
➤ Ability to plan and organize own work and that of support personnel to ensure proper nursing care.
➤ Display a concern for patients, promoting and advocating proper treatment and care including participating actively in Operation Sukuma Sakhane Programme.
➤ Work as part of the multidisciplinary team to ensure good service delivery care.
➤ Demonstrate effective communication with patients, community and multidisciplinary team.
➤ Monitor safe patient service delivery and improve client satisfaction in the clinic.
➤ Participate in the attainment of National Core Standards status. Contribute to the ideal Clinic realization and maintenance (ICRM) status.
➤ Provide direct and indirect supervision of all staff within the unit and give guidance.
➤ Monitor and evaluate the care and management of all patients through clinical audits.
➤ Monitor implementation of PHC Re-Engineering in the clinic, including ICDM.
➤ Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan.
➤ Exercise control of discipline and any other Labour Related issues in terms of laid down procedures.
➤ Ensure complaint management is functional of in the Clinic.

Enquiries: MS. N.S. DLADLA - 039- 797 8100
Closing Date: 24 JULY 2020

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