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

The contents of this circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Institution must ensure that all employees 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
1. The following documents must be submitted:
   a) Application for employment Form (Z83), which is available from any Government Department OR the website- www.kznhealth.gov.za
   b) Certified copies of ID document, highest educational qualifications, registration certificates plus proof of current registration. (Not copies of certified copy)
   c) Curriculum Vitae and Identity Document
   d) Faxed applications will not be accepted
2. Reference number must be indicated in the column provided on the Z83 form e.g. EKO05/2020

NB: Failure to comply with the above instructions will result in disqualification of the Applicants
3. Please note that due to the large number of applications we envisage to receive; only shortlisted Applicants will be contacted. If you do not hear from us within 3 months 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 representivity in all levels of all occupational categories in the Department and persons with disabilities should feel free to apply.

NB: Any appointment is subject to positive outcome from the following:
   i. Security Clearance
   ii. Credit Records
   iii. Qualifications
   iv. Citizenship and previous experience

All applications should be forwarded to: The Human Resource Manager
Ekombe District Hospital
Private Bag X 203
KRANSKOP
3268.

CLOSING DATE FOR ALL APPLICATIONS: 2020/08/07

DR BP ZUNGU
CEO/MEDICAL MANAGER

GROWING KWAZULU-NATAL TOGETHER
POST : Operational Manager Nursing Grade 1 PHC
NUMBER OF POSTS : 01
INSTITUTION : Ekombe Hospital
COMPONENT : Mthungweni Clinic
REF NO : EKO 05/2020
SALARY : R 562 800.00 – R 633 432.00 per annum
OTHER BENEFITS : 13th cheque, 8% rural allowance, medical aid (optional) and Housing allowance (employee to meet requirements)

MINIMUM REQUIREMENTS

➢ Senior certificate/Grade 12
➢ Degree/diploma in General Nursing and Midwifery
➢ A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in General Nursing
➢ At least 5 years of period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in Primary Health Care
➢ Current proof of registration with SANC
➢ Proof of experience endorsed by Human Resource office/ certificate of service

KNOWLEDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED

➢ Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc.
➢ 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 skills.
➢ Computer skills in basic programmes.

KEY PERFORMANCE AREAS:

➢ Provide quality comprehensive community health care
➢ Provide administrative services
➢ Provide educational services to staff, patients, students, Clinic Committee and the community
➢ Provide clinical services
➢ Manage the utilization and supervision of resources:
➢ Coordinate the provision of effective training and research
➢ Provide effective support to Nursing Services
➢ Maintain professional growth/ethical standards and self-development
➢ Maintain the Code of Conduct within the clinic
➢ Ensure compliance with Ideal clinic norms and standards
➢ Provide support to outreach teams in as far as CBM is concerned

Enquires : Ms PL Ntuli
Telephone : 035 834 8005
Closing Date : 2020/08/07

NB: DUE TO FINANCIAL CONSTRAINTS NO S&T WILL BE PAID TO APPLICANTS