



Emmaus Hospital  
Physical Address: Cathedral Peak Road, Winterton  
Postal Address: Private Bag x 16, Winterton, 3340  
Tel: 036 488 1570 Fax: 036 488 1330 e-mail: [www@kznhealth.gov.za](mailto:www@kznhealth.gov.za)

**ALL HEADS OF INSTITUTIONS**

**Vacancy Circular EMS/02/2024**

22/01/2024

The contents of this Circular Minute must be brought to the notice of all eligible employees on your establishment without delay. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work.

**DIRECTION TO CANDIDATES**

Application should be submitted on Z83 new form obtainable from any Public Service Department OR from the website ([www.kznhealth.gov.za](http://www.kznhealth.gov.za)) which must be originally signed and dated. The application must include only completed and signed new form z83 obtainable from any Public Service Department or on internet at [www.gov.za](http://www.gov.za) and detailed curriculum vitae. **Certified copies of identity document, senior certificate and the highest required qualifications as well as the drivers' licence where necessary, will only be submitted by shortlisted candidates to HR on or before day of the interview date.** No Faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcome obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/Vetting, Security Clearance for criminal records, credit records (Financial, assets records etc.), validation of drivers' license, Professional driving permit (where required), citizenship/permanent residency, Company intellectual property Commission (CIPC-Business interest, verification of education qualification by South African Qualification Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates' only. People with disability and African and African males are encouraged to apply.

**Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply:**

- Subsistence & travelling (S&T) allowance claims will not be processed
- Resettlement and or relocation claims will not be paid
- The hospital has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty.
- Interim accommodation in a form of bed and breakfast or hotel accommodation will not be provided.

**NB: The Department is an equal opportunity employer, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the department.**

**Applications to be forwarded to: The Hospital Manager**

Emmaus Hospital  
Private Bag x 16  
Winterton  
3340

**Closing date**

**02 February 2024**

**M.S.P.P. J van der plank  
ACTING CHIEF EXECUTIVE OFFICER  
EMMAUS DISTRICT HOSPITAL**



POST	:	Operational Manager Nursing- PHC
INSTITUTION	:	Emmaus Hospital (Gate Clinic)
REFERENCE NUMBER	:	EMS/02/2024
OTHER BENEFITS	:	13 <sup>th</sup> Cheque PLUS 8% rural allowance
MEDICAL AID	:	Optional
Home owner allowance	:	Home owner Employee must meet prescribed requirement.

#### **MINIMUM REQUIREMENTS OF THE POST:**

##### **Salary - R 627 474.00 – R 703 756.00**

- Matric/Senior Certificate (Grade 12).
- Diploma in general nursing, midwifery PLUS 1 year post basic qualification in Primary Health Care as per R212 SANC Regulation.
- Current registration with the South African nursing council (SANC) as Professional Nurse and with specialization in Clinical Nursing Science, Health assessment, treatment and care.
- A minimum of 9 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC In general nursing of which at least 5 years must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care Nurse/Community Health Assessment. Treatment and care. Proof of experience endorsed by Human Resource Department (Certificate of Service).

#### **RECOMMENDATIONS**

- Computer literacy.
- Admin diploma + driver's licence

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

- Knowledge of nursing care processes and procedures and other relevant legal framework such as Nursing act, Mental Health Act, Occupational Health Act, Batho Pele and Patients Right Charter, Labour Relation Act, Grievance Procedures etc.
- Leadership, organizational decision making and problem solving abilities.
- Interpersonal skills including Public Relations, Team building, negotiating, conflict handling and counseling skills.
- Financial and budgetary knowledge pertaining to the relevant resource under management.
- Computer skills in basic programs
- Knowledge of SANC rules and regular scope of practice, Labour relations departmental policies.

#### **KEY PERFORMANCE AREAS**

- Implementation of the programs :FP,YFS,BANC,NIMRAT,HAST.PMTCT,IMCI,IPC,Q/A,HPRS,appointment system and health and safety.
- Provision of all services according to guideline and standards.
- Effective implementation of ICDM and ensure that ICDM status is met and maintained.
- Establishment of at least 1 chronic clubs and or adherence clubs in the community
- Effective implementation of rationalization of registers in the facility.
- Effective implementation of CCMDD and ensure that set targets of 40% NCDs and 60% on ART are met.
- Participating in operation Sukuma Sakhe through monthly attendance and fully participation in war room meetings.
- Effective support of community care givers with evidence of weekly meetings held e.g attendance registers.
- Hold monthly meeting with the clinic committee and have evidence of these meetings.
- Ensure that all services are provided at the facility according to the level of the clinic.
- Ensure that all clients are attended to and are provided with required services or referred according to their need.
- Establish effective relationship with traditional health practitioner in the area to ensure collaboration in patient care by ensuring that there is at least one member of clinic committee is a traditional healer.
- Fully owned and supported Philantwana centers.
- Conduct monthly outreach campaigns to ensure that service is made accessible to all clients on the hard to reach areas.
- Establishment and maintain good working relationship with the supporting partners/NGO's.
- Effective implementation of Covid 19 guidelines and support for outreach teams.
- Ensure that all staff members, visitors and clients entering the facility are screened to exclude Covid 19 and that testing is done for appropriate people.
- Identify isolation and staff for the management of Covid 19 symptomatic clients.

**Enquires : Ms. D.Z.Hlongwane Tel: 036 488 1570 EXT: 8312**

**NB: NO SUBSISTENCE AND TRAVELLING ALLOWANCE WILL BE PAID FOR INTERVIEW CANDIDATES AND NO RESETTLEMENT ALLOWANCE WILL BE PAID TO THE SUCCESSFUL CANDIDATES, DUE TO BUDGET CONSTRAINS.**