



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](http://www.kznhealth.gov.za)

**ALL HEADS OF INSTITUTIONS**

**Vacancy Circular EMS/08/2024**

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**

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



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

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Human Resource Management

POST	:	PHC Supervisor - PHC
INSTITUTION	:	Emmaus Hospital
REFERENCE NUMBER	:	EMS/08/2023
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 Primary Health Care Nurse/Community Health Nurse 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)

### **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**

- Provision of comprehensive Primary Health care. Supervision of effective implementation of all facilities and mobiles. Supervision of provision of services according to guidelines and standards.
- Participate, supervise and support participation of operational managers in Operation of Sukuma Sakhe.

- Support and supervise effective implementation of ICDM and NCS to ensure that all facilities reach at least 70% ICRM scoring.
- Effective supervision of implementation of CCMDD and appointment system in the facilities ensure that each facility register at least 40% NCD and 60% ARV on CCMDD.
- Provide administrative services.
- Supervise and monitor that EPMDs are written for all staff and submitted on time.
- Ensure that weekly off duties are written and submit on time and have displayed in the facility.
- Ensure that data management is done according to SOP's.
- Data dictionary and data policy is available and communicated to all staff members.
- Monitor QIP's developed are implemented and progress monitored.
- Make sure that clinic that is signed off on TIER, NET and ETR maintain the status.
- Provision of clinical services.
- Monitor management of schedule 5&6 drugs and conduct monthly stock counts for these drugs in quarterly bases.
- Provision of educational services.
- Supervise and support establishment of training needs of all staff in all facilities.
- Usage of equipment and machinery.
- Supervise and ensure that inventory book/forms is available and up to date in all facilities.
- Support and supervise ordering and maintenance of equipment all facilities.

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

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