The contents of this Circular Minute must be brought to the notice of all eligible officers and 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**

1. The following documents must be submitted AND must be original ‒ certified copies:
   - Application for employment form (Z83) which is obtainable at any Government Department OR from the website ([www.kznhealth.gov.za](http://www.kznhealth.gov.za))
   - Original certified copy of identity document
   - Original certified copy of Grade 12 certificate or equivalent
   - Original certified copy of Degree/National Diploma
   - Updated curriculum vitae
   - Certified copies of reference letter stating relevant experience
   - Faxed or e-mail copies of documents will not be accepted

2. The reference number must be indicated in the column provided on the Z83, eg Reference EMS/08/2019

N.B Failure to comply with the above instruction will disqualify applicants

3. Please note due to large numbers of applications received, if you do not receive any correspondence after a month of closing date; please regard your application as unsuccessful

4. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

Applications to be forwarded to: The Hospital Manager
Emmaus Hospital
Private Bag x 16
WINTERTON
3340

**CLOSING DATE: 18/10/2019**
RE-ADVERTISE: THOSE WHO APPLY BEFORE MAY RE-APPLY

POST : Operational Manager Nursing
CENTRE : Gateway Clinic
REFERENCE NUMBER : EMS/12/2019
SALARY : R562 800 – per annum, 13th Cheque PLUS
MEDICAL AID : OPTIONAL
Home owner allowance : Employee must meet prescribed requirements

REQUIREMENTS:
- Degree/ Diploma in General Nursing, midwifery Plus 1 year post basic qualification in Primary Health Care or Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care
- Registration with S.A.N.C as General 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 as a 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 Nurse with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care
- Current SANC receipt
- Driver license

RECOMMENDATION
- Computer literacy

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED
- Knowledge of nursing care process and procedures and other relevant legal frameworks
- 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 relevant resources under management
- Insight into procedures and policies pertaining to nursing care computer skills in basic programs.

KEY PERFORMANCE AREAS
- Provision of quality comprehensive community health care
- Provision of administrative services, plan and organize the mobiles, involvement with community meetings and committees, Information Management [Statistics], financial planning and indirect control of expenditure, up to date with knowledge of appropriate legislation, regulations and departmental policies
- Provision of clinical services, administer and control all clinical support services, effective crisis management, continuous evaluation of nursing care and nursing services
- Provision of educational services
- Ensure sound Labour Relations aspects e.g disciplinary actions, absenteeism management, abscondment procedure
- Ensure implementation of EPMDS
- Identify and manage staff development needs
- Manage and monitor the use of equipment and machinery
- Give verbal or written feedback/report to the PHC manager and or Deputy Nursing Manager as required

NB: NO SUBSISTANCE AND TRAVELLING ALLOWANCE WILL BE PAID FOR INTERVIEW ATTENDANCE

ENQUIRIES: MS. D.Z HLONGWANE 036 4881570 EXT 8312

ORIGINAL SIGNED BY CHIEF EXECUTIVE OFFICER

- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING