ALL HEADS OF INSTITUTIONS

01/10/2019

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)
   - 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, e.g. Reference EMS/01/2019

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 Human Resource Registry
Emmaus Hospital
Private Bag x 16
WINTERTON
3340

CLOSING DATE: 25 OCTOBER 2019

ORIGINAL SIGNED BY CEO

DATE: 2019/10/03

MRS. M.A.N MZIZI

uMnyango Wezempilo . Departement van Gesondheid

Fighting Disease, Fighting Poverty, Giving Hope
POST : ASSISTANT MANAGER NURSING (MONITORING AND EVALUATION)

No of Post : 01
CENTRE : Emmaus Hospital
REFERENCE NUMBER : EMS/15/2019
SALARY : R 562 800 per annum
OTHER BENEFITS : Plus 13th Cheque, housing allowance (provided the incumbent meets the requirements)-Employee must meet prescribed requirements and Medical Aid- optional.

MINIMUM REQUIREMENTS

- Senior Certificate STD 10/ Grade 12
- Diploma/Degree in General Nursing and Midwifery.
- Current Registration with South Africa Nursing Council as a registered General Nurse and Midwife.
- Minimum of 8 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
- At least 3 years of the period referred to above must be appropriate/recognizable experience at a management level.
- Valid Driver’s license.
- Proof of computer literacy.
- Proof of current and previous experience endorsed by your HR (Certificate of service).

PROOF OF CURRENT AND PREVIOUS WORK EXPERIENCE ENDORSED AND SPAMMED BY THE HUMAN RESOURCE DEPARTMENT MUST BE ATTACHED.

RECOMMENDATIONS

- Experience in quality assurance
- Planning, Monitoring and Evaluation experience in a Health Care environment will be an added advantage

KNOWLEDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED.

- Leadership, Management, planning, organization and co-ordination skills.
- Knowledge of relevant acts prescripts, policies and procedures governing health care service delivery, especially medical and surgical.
- In depth knowledge of monitoring and evaluation and legislative framework.
- Data management and ability to analyze and interpret complex information system.
- Quality Assurance and infection and Prevention and Control Guidelines and Principles.
- Understanding of HR policies and staff relations knowledge of DHMIS policy and relevant information system.
- Strong leadership, planning and organizational skills.
- Project management, financial management coupled with decision making and problem solving skills.
• Ability to work independently and under pressure.
• High level communication skills both written and verbal.
• Human resources management and computer skills.
• Advanced facilitation skills to manage consultation.
• Problem solving.
• Decision making skills.
• Knowledge of DHMIS policy, SOP and relevant information system.
• Have an ability to prioritize issues and other work related matters in order to comply with time frames set.
• Knowledge of M&E Principles

KEY PERFORMANCE AREAS

• Administer and facilitate the implementation of an integrated monitoring and evaluation framework fully aligned to National, Provincial, and departmental performance reporting requirements
• Co-ordinate the drawing of institutional plans which are aligned to annual performance plan.
• Analyze data obtained from sources and other management information system against indicators with a view to develop reliable performance profiles for verification and publishing of the 202 prescribed performance and other reports.
• Ensure planning, monitoring and evaluation support to all departments in the institution including clinics.
• Develop budget estimates for the planning, Monitoring, and evaluation unit as well as efficient management of resources allocated to the planning M&E unit.
• Ensure implementation of the total quality management framework and compliance to National Core Standards, IHRM, and ICRM.
• Enforce compliance to legislative prescripts in all units within the facility jurisdiction.
• Working towards a clean audit.
• Co-ordinate staff training and initiatives for ensuring service excellence.
• Oversee Quality and Infection Prevention and Control issues.
• Ensure good governance within the facility.
• Compile all performance reports and update profile for the sub district and make presentations to all stakeholders and governance structures.

NB: NO SUBSISTANCE AND TRAVELLING ALLOWANCE WILL BE PAID FOR INTERVIEW ATTENDANCE. ENQUIRIES: MRS. M.A.N. MZIZI  TEL NO.036 488 1570 EXT.8203

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