TO HEADS OF ALL INSTITUTIONS
VACANCES AT ESTCOURT HOSPITAL
CIRCULAR MINUTE NO: EST/11/2019

The content of this circular Minute must be brought to the notice of all eligible Officers and employees on your establishment including those in Regional/ District Offices. Institution must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal places of work.

Direction to candidates:--

1. The following documents must be submitted:
   a) Application for employment form (Z83), which is obtainable at any government department.
   b) Certified copies of highest Educational qualification- copies of certified copy will not be accepted.
   c) Curriculum Vitae.
   d) Current registration with the SANC
   e) Certified copy of ID document

2. The reference number must be indicated in the column provided on the form Z83.
   e.g. reference EST/11/2019

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

3. Please note that due to the number of application received, applicants will not be acknowledged. However, applicants will be advised of the outcome of their application in due course.
4. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security clearance, credit records, qualification, citizenship, previous experience, and employment verifications).

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. People with disabilities should feel free to apply.

NB. Subsistence and Travelling Claims will not be considered due to financial constraints.
POSTS : Deputy Nursing Manager X1
CENTRE : ESTCOURT HOSPITAL
SALARY : R843 618.00
BENEFITS : 13th Cheque, Medical Aid (Optional) Home Owner Allowance
8% rural allowance
(Employee must meet the prescribed requirement)
REFERENCE : EST/11/2019

MINIMUM REQUIREMENTS FOR THE POST

- Senior Certificate (Grade 12) or equivalent plus
- A Degree/Diploma in Nursing leading to registration with SANC as a General nurse and midwife
- A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery. At least 4 years of the period referred to must be appropriate/recognizable experience at Management level.
- Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource
- Applications in possession of foreign qualification must attach the evaluation certificate from the SAQA to their application.

RECOMMENDATION

- Computer Literacy
- Valid Driver’s License

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Skills Development Act, public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patient’s Right’s, Batho Pele Principles.
- Leadership, management, planning, Organizing, decision making, delegate, problem solving, discipline, control, Effective Co-ordination skills, mentorship and report writing skills.
- Clinical competencies and policy formulation skills.
- Knowledge of nursing care delivery approach.
- Good verbal and writing communication skills.
- Mentorship and supervisory skills.
- Computer literacy.
- Knowledge and understanding of Human Resource and Financial practices.
- Knowledge of strategic planning.
- Knowledge of National Core Standards & ideal hospital, clinical Governance.
KEY PERFORMANCE AREAS /KRA’S

- Provide a leadership strategic direction with Nursing services Component
- Strategic leadership, delegate, supervise & coordinate the provision of effective and patient care through adequate nursing care
- To execute duties and functions with proficient, in support of aims and strategic objectives of the institution and of the Department of Health
- Knowledge of nursing care processes, procedures, nursing status and other relevant legal framework such as: Nursing Act, Health Act, Skills Development Act, public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patient’s Right’s, Batho Pele Principles, etc.
- Provide Mentorship and Supervisory skills.
- Represent Nursing Services Component in the senior Management Team.
- To Demonstrate nursing services commitments to quality nursing care and ensure compliance with National Core Standards.
- Provide daily, monthly and annual nursing services statistical data and reports.
- Advocate and ensure promotions of nursing ethos and professionalism.
- To manage and ensure efficient utilization of allocated human resources, financial, medical equipment and material resources
- Manage labour issue
- Ensure provision of effective and efficient Infection Control services in the institution and affiliate primary health care services.
- Conduct and evaluation of patients care delivery in the institution
- Assist in the compilation and implementation of quality improvement plan.
- Initiate and participate in health promotion to ensure consistent communication of relevant, accurate & comprehensive information on health care
- Give clear, effective communication to relevant stakeholders ensuring effective, efficient and economical service delivery through a disciplinary approach.
- Develop/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. inter-professional, inter-sectoral & multidisciplinary teamwork)
- Formulate and implement the nursing Policies, Guidelines, Practices, Standards & Procedure and processes.
- Assist in minimizing patients and public complaints & PSI.

ENQUIRIES: Mr. M.P BEKENYA
TEL NO: 036 342 7210

All applications should be forwarded to: The Human Resource Department
Estcourt Provincial Hospital
P/Bag X7058
Estcourt, 3310

CLOSING DATE : 25 OCTOBER 2019

Original signed by
CHIEF EXECUTIVE OFFICER

- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING