TO HEADS OF ALL INSTITUTIONS
VACANCES AT ESTCOURT HOSPITAL
CIRCULAR MINUTE NO: EST/12/2019

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/12/2019

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 : ASSISTANT NURSING MANAGER (PHC) X1
CENTRE : ESTCOURT HOSPITAL
SALARY : R641 991.00
BENEFITS : 13th Cheque, Medical Aid (Optional) Home Owner Allowance
(8% rural allowance
(Employee must meet the prescribed requirement)

REFERENCE NO : EST/ 12/2019

MINIMUM REQUIREMENTS GRADE 1

- Senior Certificate (Grade 12)
- A Degree/Diploma in General Nursing with midwifery.
- Post basic qualification in Primary Health Care.
- Current registration with SANC as a Professional Nurse.
- A minimum of 10 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing.
- At least 6 years of the period referred above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in the relevant specialty.
- At least 3 years of the period referred to above must be appropriate/recognizable experience at management level
- Driver's license
- Certificate of Service signed by Human Resource Manager.

RECOMMENDATIONS
Computer Skills: Power point, Outlook Skills

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Nursing care processes and procedures, nursing statutes, and other relevant legal framework such as Nursing Act, Occupational Health and Safety, Patient Right Chatter, Batho Pele Principle, Public Service regulations, Labour Relations act, Health Act and all relevant Health Acts and Policies.
- Planning, Leading, Decision making and problem solving.
- Financial and budgetary knowledge pertaining to the resources under management.
- Insight into procedure and policies pertaining to nursing care.
- Team building and interpersonal relations.
- Good communication skills.

KEY PERFORMANCE AREAS /KRA’S

- Strategically lead and supervise PHC Service to provide quality care within the catchment area.
- Manage and supervise all PHC units involving all stakeholders.
- Ensure facilitation of an integrated planning and implementation of all services/programs aligning to those of the Department.
- Analyse operational imperatives set in the National PHC Package, Nationals norms and Standards, Provincial Strategic plans, Policies and regulations for implementation and for better outcomes.
- Ensure that nurses are practicing in realization of legislative policies and practices as according to SANC, Professional and ethical practices.
- Ensure that all priority programs are implemented.
- Facilitate community involvement and engagement.
- Facilitate Data Management.
- Be in a position to operate under pressure./ extended hours

- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
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 CEO

CHIEF EXECUTIVE OFFICER