



Physical Address
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www.kznhealth.gov.za

Enq: Ms S.P. Ndlovu
Date: 09/05/2022

TO ALL HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minutes must be brought to the notice of all eligible Employees on the establishment all institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
 - a) Application for Employment Form (Z83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za;
 - b) Certified copies of highest education qualification and professional registration certificates - not copies of certified copies.
 - c) Curriculum Vitae; and
 - d) A certified copy of Identity Document - not a copy of a certified copy.
2. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (FNH 1/2021)
3. Persons with disabilities should feel free to apply for the post
4. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
5. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non –RSA Citizen/Permanent Residents/Work Permit holders must submit documentary proof together with their applications

NB:

- a) **Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will not be accepted.**
- b) **The appointments are subject to positive outcomes obtained from the State Security Agency(SSA)to the following checks(security clearance (vetting), criminal clearance, credit records,, citizenship), verification of Educational Qualification by SAQA, verification from Company Intellectual Property Commission(CIPC)**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational categories

The closing date for all applications is: 03 June 2022

ACTING CHIEF EXECUTIVE OFFICER
FORT NAPIER HOSPITAL

JOB TITLE : **Operational Manager (Specialty Stream**
INSTITUTION : **Fort Napier Hospital**
NO OF POSTS : **02**
REF NO : **FNH01/2022**
SALARY : **R571 242.00 Per Annum**
OTHER BENEFITS : **13TH Cheque**
Medical Aid Optional
Housing Allowance (Employee must
Meet prescribed requirements)

MINIMUM REQUIREMENTS POST :

- Senior Certificate/Matric Grade 12
- Degree/Diploma in General Nursing plus post basic qualification in Psychiatry with a duration of at least one year accredited with SANC in terms of Government Notice No R212.
- Certificate of Registration as post basic qualification on Nursing Psychiatry.
- A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing of which 5 years must be appropriate /recognizable experience after obtaining post
- Current S.A.N.C receipt.
- Proof of work experience(service record/certificate of services) endorsed by HR Office.

KNOWLEDGE, SKILLS, TRAINING & COMPETENCES REQUIRED

- Good communication, leadership, interpersonal skills,
- Conflict management and knowledge of labour basic qualification in Psychiatry (Advance Psychiatric Nursing).
- Relations and disciplinary process/procedures;
- Human Resource and financial management skills.
- Sound knowledge of disciplinary processes and grievance procedures.
- Knowledge of nursing care processes and procedures.
- Knowledge of Occupational Health and Safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills.
- Good communication, leadership, interpersonal and conflict management skills.

KEY PERFORMANCE AREAS

- Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act.
- Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting.
- Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences.
- Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit.
- Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting.
- Implement standards, practices, criteria and indicators for quality nursing practices.
- Maintain constructive working relationships with nursing and other stakeholders.
- Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources.
- Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures.

- Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness.
- Participate in performance reviews i.e. EPMDS
- Participate in health promotion & illness prevention initiatives within the institution.

ENQUIRIES: Mrs. TN Ngcobo
Telephone: 033 2604314

APPLICATIONS MUST BE FOWARDED TO:
The Human Resource Manager
Fort Napier Hospital
PO Box 370
Pietermaritzburg
3200
(Attention Ms. SP Ndlovu)

Closing Date: 03 June 2022