



Physical Address
Postal Address: P.O. Box 370
1 Devonshire Road
Pietermaritzburg 3200
Tel: 033 260 4317 Fax: 033 3420818 / Email: Sbongile.ndlovu@kznhealth.gov.za
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**

POST : Assistant Manager Nursing (M&E)
REFERENCE NUMBER : FNH02/2022
INSTITUTION : Fort Napier Specialised Psychiatric Hospital
SALARY : R 571 242.00 Per Annum Plus
OTHER BENEFITS :13th Cheque, Medical Aid And Housing Allowance Optional
(Employee Must Meet Prescribed Requirements)

MINIMUM REQUIREMENTS

- Senior Certificate/Grade 12 or equivalent.
- Degree/ Diploma in Nursing.
- A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- At least 3 years of the period referred to above must be appropriate/recognizable experience at Management level.
- Certificate of registration in Diploma Nursing Science accredited by SANC
- Proof of Current registration with SANC(receipt)
- Code B drivers licence.
- Proof of previous and current work experience endorsed and stamped by employer or Human Resource Office must be attached.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Knowledge of legislative, policy and M&E Framework informing health services delivery.
- Knowledge of legislation and planning framework.
- Basic understanding of HR and Financial policies and practices.
- Basic understanding of the legislative framework governing the public service.
- Effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required.
- Computer literacy to adequately manage information according to the requirements of the facility.
- Knowledge of hospital quality assurance and infection control practices.
- Knowledge of Health Facility functions and operations.
- Knowledge of DHMIS policy, SOP and relevant information system.
- Leadership, Management, planning, organizing and co-ordination skills.
- Knowledge of Data Management and M&E principles.
- Decision making skills.
- Ability to compile concise reports.

KEY PERFORMANCE AREAS

- Administer an evidence/results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution.
- Implement the M&E framework at facility level and monitor implementation.
- Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery.
- Ensure the development, review and maintenance of institution policies and protocols.
- Monitor and report on performance of all departments in the facility.
- Monitor compliance with implementing the M&E framework, Data Management Policy & SOP, Quality Assurance and Infection Prevention & Control policy guidelines.
- Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports.
- Coordinate functions of HIT(Health Information Team).
- Ensure information on births, morbidity and mortality reviews are conducted on a monthly basis.

- Ensure data is validated as per Data Management Standard Operating Procedures.
- Provide reports to the management and governance structure.
- Co-ordinate the drawing of Institutional plans which are aligned to annual performance plan and the District Health Plan in accordance with the hospital and governing laws.
- Participate in the DHP as well as DHER sessions.
- Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff.
- Supervise staff and ensure compliance to the Performance Management Development prerequisites.
- Co-ordinate and control activities of the component.
- Ensure that quality control systems are in place for use during inspection and auditing to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws.
- Monitor audit findings and ensure implementation of action plans.
- Ensure implementation of the total quality management framework and compliance to National Core Standards.

Enquiries: Mrs TN Ngcobo

Telephone Number:033 260 4314

APPLICATIONS MUST BE FORWARDED TO:

Human Resource

Fort Napier Hospital

PO BOX 370Pietermaritzburg

3200

Or Hand delivered to:

01 Devonshire Road

Napierville

Pietermaritzburg

ATTENTION: MISS SP NDLOVU (HR MANAGER)

Closing Date: 03 June 2022