



**KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE:**

**GJ CROOKES HOSPITAL**

Physical Address : 1 Hospital Road, Scottburgh, 4180

Postal Address: Private Bag X5501, Scottburgh, 4180

Tel: 039 978 7000 Fax: 039 978 1295 Email: Makosie.mpanza@kznhealth.gov.za

**VACANCIES IN THE DEPARTMENT OF HEALTH**

**CIRCULAR MINUTE: GJC01/2024**

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in all Regional / District offices. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

**DIRECTIONS TO CANDIDATES:**

1. The following documents must be submitted:
  - (a) Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za)
  - (b) Curriculum Vitae.
  - (c) **Certified copies of qualifications and other relevant documents will only be requested from shortlisted candidate**
  - (d) Certified copy of Identity Document.
  - (e) Certified copy of Driving licence (Code B).
2. The reference number must be indicated in the column provided on the Z83.

**NB:** Failure to comply with the above instructions will disqualify applicants.

3. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all categories in the department.
4. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications).
5. Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.
6. All employees in the Public Service that are presently on the same salary level but on a notch / package above the minimum as that of the advertised post are free to apply.
7. Please note that due to financial constraints S & T and resettlements, claims will not be considered for payment to candidates that are invited for the interview

**We welcome applications from persons with disAbilities** 

**CLOSING DATE FOR APPLICATIONS IS: 02 FEBRUARY 2024**

Applications should be forwarded to:

**The Chief Executive Officer  
GJ Crookes Hospital,  
Private Bag X5501  
Scottburgh, 4180  
Attention: Mr. PK Khuzwayo**

***Original copy signed by CEO***

**CHIEF EXECUTIVE OFFICER**



## **KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

**POST : ASSISTANT MANAGER NURSING: GENERAL STREAM  
(MEDICAL/SURGICAL/CHRONIC DISEASES)**  
**NO. OF POST : 01**  
**INSTITUTION : GJ CROOKES HOSPITAL**  
**REFERENCE : GJC01/2024**  
**SALARY SCALE : R 627 474.00 – R**  
**OTHER BENEFITS : 13<sup>TH</sup> CHEQUE, HOME OWNERS ALLOWANCE (EMPLOYEE MUST  
MEET PRESCRIBED REQUIREMENTS) 12% RURAL ALLOWANCE,  
MEDICAL AID (OPTIONAL)**

### **MINIMUM REQUIREMENTS**

- Senior Certificate
- Diploma / Degree in General Nursing and Midwifery
- A minimum of 8 years appropriate recognisable experience in nursing after registration with SANC in general nursing and midwifery.
- At least 3 years of the period referred to above must be appropriate experience at Management level
- Current registration with SANC as a General Nurse and Midwife
- Appropriate/recognizable management experience in nursing component; attach proof endorsed by your HR Manager

### **KNOWLEDGE, SKILLS AND COMPETENCIES**

- Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing act, Health act, Occupational Health and Safety Act, Patient sight charter, Batho Pele principles, etc.
- Knowledge and understanding of legislative framework governing the Public Service.
- Good human relations displaying concern for patients, promoting and advocating proper treatment and care including willingness and awareness to respond to patient's needs, requirement and expectations (Batho Pele).
- Knowledge of HR and Financial Policies and Practices such as skills development Act, Public
- Service regulations, Labour Relations Act.
- Good communication, planning and organizing skills.
- Co-ordination and liaison and networking skills.
- Report writing, facilitation skills and computer literacy.
- Leadership skills, problem solving, decision making and negotiation skills

### **KEY PERFORMANCES AREAS**

- Manage and co-ordinate the implementation of holistic, comprehensive, nursing care in Medical, Surgical and Chronic conditions in conjunction with team members, within a professional and legal framework.
- Ensure the maintenance of quality care standards in Medical, Surgical and Chronic conditions units
- Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate Nursing care.
- Ensure accurate record keeping and effective data management.
- Manage assets, consumables, and services effectively.
- Maintain professional growth, ethical standards, participation in training and research.



## **KWAZULU-NATAL PROVINCE**

**HEALTH**  
REPUBLIC OF SOUTH AFRICA

- Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
- Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter sectoral and multidisciplinary team work).
- Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures.
- Monitor and ensure all nurses are licensed to practice.
- Deal with grievances, labour relations issues in terms of the policies / procedures laid down i.e. manage workplace discipline.
- Monitor and ensure proper utilization of resources, human, financial and material.
- Ensure effective management of chronic conditions program and develop strategies to meet targets.
- Implement and monitor EPMDS Policies.
- Ensure effective and timeous complaints management at all levels of care, including implementation of strategies for reduction by 10% every year.
- Ensure effective and efficient strategies for prevention, reduction and management of Patients Safety Incidence.
- Ensure effective and efficient mentoring and coaching of staff and encourage development through HRD and in service training.
- Flexibility and willingness to work after hours, weekends and public holidays as the need arises.
- Ensure culture of Ethics and Professionalism is maintained and sustained by all staff.
- Deputise Deputy Manager Nursing during her absence.

**ENQUIRIES: MS PT MKHIZE**

**TEL. NO. 039 978 7019**