VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE:

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
   
   (b) Certified copies of educational qualifications – not copies of certified copies.
   
   (c) Curriculum Vitae.
   
   (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.

N.B.: 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 no S&T claims will be considered for payment to candidates that are invited for the interview.

CLOSING DATE FOR APPLICATIONS IS: 18 October 2019

Applications should be forwarded to:

The Chief Executive Officer
GJ Crookes Hospital,
Private Bag X5501
Scottburgh, 4180
[Attention: Mr. JL Majola]
ADVERTISEMENT OF POST

POST: ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)
CENTRE: GJ CROOKES HOSPITAL – UMDONI PHC
REFERENCE NO: GJC 09/2019
SALARY : R614 991.00 Per Annum
OTHER BENEFITS: Rural allowance 12%, 13th cheque, Home owners allowance
(employees must meet prescribed requirements).

REQUIREMENTS FOR THE POST:

- Grade 12 certificate
- Diploma/Degree in general nursing and 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 the 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 COMPETENCIES:

- 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 Principles, 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:

- Strategically lead and supervise PHC Services 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.
- Analyze operational imperatives set in the National PHC Package, National 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,

ENQUIRIES : DR B SHANGE
TEL.NO. 039-978 7001

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
Original signed
ACTING CHIEF EXECUTIVE OFFICER

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