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).
   (f) Proof of registration with the HPCSA plus current registration certificate with the HPCSA as a medical officer.
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. People with disabilities should feel free to apply for this post.

4. The appointment is subject to the positive outcome obtained from the State Security Agency (SSA) to the following checks: (security clearance, Credit records, qualification, citizenship and previous experience and employment 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. S & T claims will not be considered due to financial constraints.

CLOSING DATE FOR APPLICATIONS IS: 24 July 2020

Applications should be forwarded to: The Chief Executive Officer
GJ Crookes Hospital,
Private Bag X5501
Scottburgh, 4180

[Attention: Mr. JL Majola]

Original signed by CEO

CHIEF EXECUTIVE OFFICER
ADVERTISEMENT OF POSTS

POST : Operational Manager [PHC]
CENTRE : Dududu Clinic
REFERENCE NO. : GJC 09/2020
SALARY NOTCH : 562 800.00 plus 12% Rural allowance, 13th Cheque, medical aid (Optional), home owners allowance (employee must meet prescribed requirements)

MINIMUM REQUIREMENTS:

- Grade 12
- Current SANC receipt (2018)
- Diploma/Degree in General nursing and midwifery plus 1 year post basic qualification in Primary Health Care.
- Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse.
- A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery of which at least 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care.
- Valid Code 08 drivers licence.
- Proof of current and previous experience endorsed by Human Resources

KNOWLEDGE, SKILLS ATTRIBUTES AND ABILITIES

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework.
- Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework.
- Negotiating, Interpersonal skills, conflict handling and counselling skills.
- Financial and budgetary knowledge pertaining to the relevant resources under management.
- Basic Computer Skills

KEY PERFORMANCE AREAS

- Supervise and develop all practices and systems to deliver a comprehensive, integrated Primary Health Care for all sectors of the community.
- Ensure the development and review a community profile to ensure focused emphasis on the health promotion and prevention of diseases to provide community based activities for health promotion and disease prevention.
- Ensure the effective and efficient allocation of resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management system(s).
- Undertake monitoring and evaluation functions at the clinic and catchment area, ensuring verified data returns, analysis of data for local use and if required plan and implement corrective actions.
- Undertake comprehensive supervision of staff
- Provide accurate reports to the District office.
- Deal with disciplinary issues, grievances and other labour issues including monitoring and managing absenteeism.

ENQUIRIES: MS NB TIBE 039-976 1670

- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING