JOB TITLE | Operational Manager Nursing - General
COMPONENT | Triage Area and Covid Unit
NUMBER OF POST | 01

ADVERTISING OF VACANT POST

Applications are invited on the prescribed application form (Z83) for following posts:

1. Post Advertised : Operational Manager
   Reference Number : GJGM 19 /2020
   Centre : GJG Mpanza Regional Hospital
   Benefits : 13th Cheque
   8% In hospitable Area Allowance
   Housing Allowance (Employee must meet prescribed requirements)
   Medical Aid (Optional)

2. Salary Notch : R 444 276.00 per annum (Grade 1)

MINIMUM REQUIREMENTS

- Matric/Senior certificate (Grade 12) or equivalent qualification
- Degree / diploma in General Nursing Science and Midwifery
- Current registration with South African Nursing Council as Professional Nurse and midwife
- Current SANC Receipt ( 2020)
- Minimum of 7 years appropriate / recognisable experience in Nursing after registration as Professional nurse with SANC in General Nursing
- Proof of previous and current experience (Certificate of Service) and stamped by HR must be attached.

KNOWLEDGE, SKILLS AND COMPETENCIES

- Good knowledge of HIV/AIDS , COVID 19 and TB Management
- Good knowledge of nursing care processes and procedures and all legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patients Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act etc.
- Good leadership, planning, organisation, decision making, problem solving skills and report writing skills
- Sound interpersonal skills including public relations, negotiating, conflict management, counselling skills and networking liaison skills
• Financial and budgetary knowledge pertaining to the relevant resources under management

KEY PERFORMANCE AREAS
• Provide effective and professional leadership in ensuring that the unit is organized to provide quality patient care.
• Monitor the implementation of nursing process and develop quality improvement programs.
• Maintain clinical competence by ensuring that scientific principles of nursing are implemented.
• Participate in planning, organizing and monitoring of objectives of the unit in line with strategic and operational plan of the institution.
• Participate in the development, analysis and implementation of policies, guidelines and SOPs.
• Manage and monitor human and material resources effectively and efficiently.
• Ensure compliance to professionalism and ethical practices.
• Maintain constructive working relationships with nursing and other stakeholders.
• Promote health and wellness programs to increase productivity.
• Promote cost effective utilization of resources according to relevant legislation.
• Provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts.
• Formulate training programmes for in-service staff and students and participate in the training and development.
• Deal with grievances and staff discipline in terms of laid down policies and procedures.
• Comply with EPMDS.
• Manage and monitor absenteeism.
• Work as part of multidisciplinary team.
• Ensure compliance to National Core Standards, Infection Prevention and Control; formulate quality improvement programmes and projects to improve quality of care.
• Implement quality data management and monitor data in the unit.

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 educational qualifications – not copies of certified copies
   © Curriculum Vitae
   (d) Certified Copy of Identity Document – not copies of certified copies

Enquiries: Mrs EM Shabane (Nursing Manager) TEL: (032) 437 6008

2. Applications to be forwarded to:

GJGM Hospital
Private bag x 10609
STANGER
4450
Or
HR DEPARTMENT

3. Kindly include the reference number as per the advertisement i.e. Post Name
4. Please take note that due to the large number of applications received, applications will not be acknowledge. Correspondence will be limited to shortlisted candidates
only. If you do not hear from us within 2 months of the closing date, please accept that your application has been unsuccessful.

5. Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management

(N.B) KINDLY BE INFORMED THAT DUE TO THE SEVERE BUDGET CONSTRAINTS, THE DEPARTMENT IS EXPERIENCING, S&T WILL NOT BE PAID TO ANY CANDIDATE THAT IS ATTENDING THE INTERVIEW PROCESS.

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 Qualifications by SAQA, verification from the Company Intellectual Property Commission (CIPC).

GJGM Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution.

People with disabilities should feel free to apply for this post.

6. The appointment is subject to positive outcome obtained from the NIA to the following checks (Security Clearance, Credit records, Qualification, Citizenship and Previous Experience Verification)

Closing date: 17 July 2020

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HUMAN RESOURCE MANAGER DATE

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ACTING CHIEF EXECUTIVE OFFICER DATE