DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:-
   a) Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za
   b) Recently certified copies of highest educational qualification and not copies of certified copies.
   c) Certified I.D Copy
   d) Updated Curriculum Vitae
   e) Applications must be submitted on or before the closing date.

2. The reference number must be indicated in the column provided on the form Z83 e.g. DARN 02/2019

3. Faxed and Emailed applications will not be considered

NB: [A] Failure to comply with the above instruction will disqualify applicants.

[B] Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful.

[C] The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, CIPC, qualification, citizenship and previous experience employment verifications)

[D] The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

Closing date for the Applications: 17 JULUY 2020

PLEASE FORWARD APPLICATIONS TO:
ATT: HUMAN RESOURCE DEPARTMENT
The District Director
ILembe Health District Office
Private Bag x10620
Kwa Dukuza
4450

DISTRICT DIRECTOR
ILEMBE HEALTH DISTRICT
DATE ___________________
POST : OPERATIONAL MANAGER NURSING (PHC)

CENTRE : ILEMBE HEALTH DISTRICT OFFICE

COMPONENT : GLENHILLS CLINIC

NUMBER OF POSTS : 01

REFERENCE : GLEN 02/2020

REMUNERATION : Notch R 562 800.00 pa Plus 8% rural allowance

BENEFITS : 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

MINIMUM REQUIREMENTS:

- Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate)
- Degree / Diploma in General Nursing and midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus,
- Current registration with SANC as General Nurse and midwifery and Primary Health Care plus,
- A minimum of 9 years appropriate/recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care.

Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached

RECOMMENDATION

- Valid Code EB Driver’s license (Code8)

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Good report writing and time management skills.
- Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery.
- Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees.
- Good communication, interpersonal relations, counseling, conflict management skills and decision making.
- Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc.
- Leadership, organizational, decision making and problem solving, conflict handling and counseling.
- Co-ordination and planning skills
- Ability to assist in formulation of patient care related policies.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
KEY PERFORMANCE AREAS

- Implementation of Quality Improvement Plan.
- Conduct patient satisfaction survey and waiting times for the clinics.
- Ensure adequate control, management and allocation of Human and material resources
- Facilitate that the clinic has functional clinic committee and ensures community participation.
- Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget.
- Supervise and monitor staff performance according to EPMDS.
- Deal with disciplinary and grievance matters including monitoring and managing absenteeism.
- Facilitate provision of clinical services, educational services and be involved in medical research.
- Evaluate and monitor compliance with clinical protocols norms and standards within the clinic.
- Analyze and interpret statistic including PHC Programme indicators.
- Participate in Operation Sukuma Sakhe Programme.
- Facilitate the realization and maintenance of Ideal Clinic Programme and Core standards in the facility.
- Coordinate and manage the provision of the services to manage COVID19 pandemic.
- Support PHC re-engineering by ensuring that outreach teams are functional.

ENQUIRIES: MRS R. BHAGWANDIN [OPERATIONAL MANAGER NURSING : PHC SUPERVISOR]

CONTACT NO: 032 - 5513686

CLOSING DATE: 17 JULY 2020

POST : CLINICAL NURSE PRACTITIONER (PHC STREAM)
CENTRE : ILEMBE HEALTH DISTRICT OFFICE
COMPONENT : GLENHILLS CLINIC
NUMBER OF POSTS : 01
REFERENCE NO : GLEN 03/2020

REMUNERATION: Grade 1- Notch R 383 226.00 pa Plus 8% rural allowance
Grade 2- Notch R 471 333.00 pa Plus 8% rural allowance

BENEFITS 13th Cheque, home owner’s allowance, and Medical aid optional
[Employee must meet prescribed conditions]

MINIMUM REQUIREMENTS GR 1:

- Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus,
- Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus,
- Current registration with SANC as General Nurse and Primary Health Care plus,
- A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
MINIMUM REQUIREMENTS GR 2

- Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus,
- Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)
- Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus,
- A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care.

Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc.
- Leadership, organizational, decision making and problem solving, conflict handling and counseling.
- Good listening and communication skills
- Co-ordination and planning skills
- Team building and supervisory skills
- Good interpersonal relationship skill
- Good insight of procedures and policies pertaining to nursing care.
- Ability to assist in formulation of patient care related policies.

KEY PERFORMANCE AREAS

- Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community.
- Ensure proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock.
- Assist in orientation, induction and monitoring of all nursing staff.
- Provide direct and indirect supervision of all nursing staff and to give guidance.
- To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele.
- Execute duties and functions with proficiency and perform duties according to scope of practice.
- Implement infection control standards and practices to improve quality of nursing care.
- Ensure proper implementation of National Core Standards, quality and clinical audits.
- Improve the knowledge of staff and patients through health education and in-service training.
- Implement standards, practices criteria for quality nursing.
- Maintain a constructive working relationship with nursing staff and other stakeholders.
- Ensure supervision of patients’ reports and intervention, keeping a good valid record on all client interventions.
- Ensure proper utilization of Human, material and financial resources and keeping up to date records of resources.
- Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic.

- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
- Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care.
- Coordinate and manage the provision of the services to manage COVID19 pandemic.
- Support the realization and maintenance of Ideal Clinic Programme in the facility.
- Ensure data management and record keeping for the clinic.

ENQUIRIES: MRS R. BHANGWADIN [OPERATIONAL MANAGER NURSING: PHC SUPERVISOR]

CONTACT NO : 032 - 5513686
CLOSING DATE : 17 JULY 2020