GREYS HOSPITAL
HUMAN RESOURCE PRACTICES

VACANCY

JOB TITLE : OPERATIONAL MANAGER NURSING GR 1 X 1 post (GENERAL)
COMPONENT : NURSING :- SURGICAL WARD
INSTITUTION : GREY'S HOSPITAL
CENTRE : PIETERMARITZBURG
REF NO : GS 20/20
SALARY NOTCH : R 444 276.00 per annum + 13th cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements)

MINIMUM REQUIREMENTS:
- Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse
- Current registration with the South African Nursing Council
- A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing

RECOMMENDATION :-
- At least 3 years of experience in a supervisor’s capacity will be an advantage.

KNOWLEDGE, SKILLS AND EXPERIENCE:
- Knowledge of Public Service Policies, Acts and Regulations.
- Knowledge of SANC Rules and Regulations.
- Sound knowledge of scope of practice.
- Good communication, leadership, interpersonal and problem solving skills
- Knowledge of Code of Conduct and Labour Relations
- Ability to function well within a team
- Conflict management and negotiation skills
- Decision making and problem solving skills
- Skills in organizing, planning and supervising
- Knowledge of Batho Pele Principles and Patients Rights Charter

KEY PERFORMANCE AREAS:-
- Ability to provide professional leadership
- Provision of Quality Nursing Care through the implementation of Standards,
  - Policies and Procedures coupled with supervision and monitoring the Implementation thereof.
- To develop and ensure implementation of Nursing Care Plans.
- To participate in Quality Improvement Programs and Clinical Audits.
- To monitor waiting times for clinic areas and for elective cases.
- Attend Mortality Meetings Monthly and ensure that avoidable factors are addressed.
- Identify, develop and control Risk Management systems within the unit.
- Uphold the Batho Pele and Patients Rights Charter principles.
- Provide a safe, therapeutic environment as laid down by the Nursing Act.
  - Occupational Health and Safety and all other applicable prescripts.
- Maintain accurate and complete patient records according to legal requirements.
- Participate in staff, student and patient teaching.
- Exercise control over discipline, grievance and Labour relation issues according to laid down policies and procedures.
- Manage and supervise effective utilization of all resources eg. human, financial, material etc.
- Implementation and management of Infection Prevention and Control protocols.
- Participate in performance reviews i.e. EPMDs as well as student progress reports
- Participate and ensure implementation of National Core Standards, National Health Priorities, Quality Improvement initiatives including national priority program plans.

ENQUIRIES:  MRS KT MCKENZIE  Telephone:- 033 897 3331
DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
   (a) Application for employment form (Form Z83), which is obtainable from any Government Department OR from the website – www.kznhealth.gov.za
   (b) Certified copies of highest educational qualifications and professional registration certificates – not copies of copies.
   (C) Curriculum Vitae (Proof of previous work experience/ Certificate of service) and Certified ID Copy

2. The Reference number must be indicated in the column provided on the form Z83 eg. Reference number GS 20/20
   NB: Failure to comply with the above instructions will disqualify applicants

3. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged.
   Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful.

4. 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 of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).

5. African Males are encouraged to apply
   (This department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department)

APPLICATIONS MUST BE FORWARDED TO:
Human Resources Department
Greys Hospital
Private Bag x 9001
Pietermaritzburg
3200
(ATTENTION: Mrs M. Chandulal)

CLOSING DATE: 3RD APRIL 2020

Original signed by hr manager    original signed by ceo
HUMAN RESOURCE MANAGER    CHIEF EXECUTIVE OFFICER

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING