



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

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HUMAN RESOURCE MANAGEMENT
GREYTOWN HOSPITAL

Reference: HRM 4/1/1
Enquiries : Mrs B Dlomo
Date : 24/05/2022

TO ALL HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minute must be brought to the attention of all eligible employees on your establishment without delay. Institutions must notify all employees who qualify even if they are not in their normal places of work.

DIRECTIONS TO CANDIDATES

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z 83 and detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidates on or before the interviews

Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

The Reference Number (GTN 07/2022) must be indicated in the column (Part A) provided thereof on the Z83 form.

NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).

Preference will be given to the following candidates as per Employment Equity target: Person with disability regardless of race and gender, African Male, Coloured Male.

Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non - RSA.

Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. **NB: PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S & T CLAIMS.**

CLOSING DATE FOR APPLICATIONS: 2022/06/17

Original signed by the CEO
CHIEF EXECUTIVE OFFICER
GREYTOWN HOSPITAL



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POST : Assistant Manager: Nursing (M&E)
NO. OF POSTS : 01
REFERENCE NO : GTN 07/2022
COMPONENT : Monitoring & Evaluation
CENTRE : GREYTOWN HOSPITAL
SALARY NOTCH : R 571 242.00
OTHER BENEFITS : 13th Cheque, Plus 12% Rural Allowance, Housing Allowance
Medical Aid (Optional)

MINIMUM REQUIREMENTS

- Senior Certificate/Matric or Grade 12
- Diploma /Degree in General Nursing and Midwifery
- Registration with South African Nursing Council as a registered nurse and midwife/Accoucher.
- Current SANC Receipt for 2022
- A minimum of 8 years' experience in nursing after registration as a General Nurse and midwifery.
- At least 3 years of the above s period mentioned above should be experience at Management level.
- Computer literacy (MS Office, Word, Outlook, PowerPoint and Excel)
- Valid driver's license
- **N.B.: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience**

KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of health legislation , policies and M&E Framework informing health service delivery
- Knowledge of legislation and planning framework, hospital quality assurance, infection prevention control practices, health facility functions and operations.
- Understand HR policies and practices and staff relations and Financial management
- Knowledge of DHMIS policy, SOP and relevant information system.
- Knowledge of information and data management, knowledge of M&E principles and ability to critically and analyse complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports.
- Strong leadership and management skills, Planning and organizational skills, Project Management skills.
- Decision making skills and problem solving, communication skills, report writing skills
- Ability to work independently and under pressure.
- Ability to compile concise reports.

KEY PERFORMANCE AREAS

- Strengthen integrated planning and monitoring functions within the institution.
- Co-ordinate development and review of all institution plans
- Administer an evident/result –based monitoring and evaluation system in the institution within the Provincial M&E framework, including monitoring of research activities within the institution.
- Ensure monitoring and evaluation of Clinical Care including the health services effectiveness and report thereof.



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- Monitor, evaluate and report on delivery of quality care at the institution including clinical care, waiting times and client experiences.
- Facilitate integration, streamlining and management of various priority programs including quality improvement initiatives, ICRM and IHRM.
- Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff.
- Strengthen data quality management systems to achieve qualified audit.
- Monitor the performance of the institution and advise on early warning signs
- Facilitate facility performance reviews including implementation of the year plan.
- Facilitate compliance with policies and legislation governing healthcare, such as PME framework, DHIMS, ideal hospital Framework, etc.
- Implement fair labour practices.

Enquiries: Mrs B Dlomo - TEL: 033 4139400

**Applications should be forwarded to: Human Resource Department
Private Bag X 5562
Greytown
3250
ATTENTION: Mr P Shange**

CLOSING DATE FOR APPLICATIONS: 2022/06/17