TO ALL HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTES

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

The following documents must be submitted and if not submitted the applicant will be disqualified forthwith:

- Application for Employment Form (Z83), which is obtainable at any Government department OR from the website- www.kznhealth.gov.za

- Certified copies of Highest Educational Qualifications- not copies of certified copies.
- Curriculum Vitae
- Certified copy of Identity Document – not copy of a copy

The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (GTN 41/2019)

Failure to comply with the above instructions will disqualify the applicants.

Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome.

(This Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representatively at all levels of different Occupational categories in the hospital and Persons with disabilities should feel free to apply for the post/s).

CLOSING DATE FOR APPLICATIONS: 2019/11/01

Original Signed By Ceo

CHIEF EXECUTIVE OFFICER
GREYTOWN HOSPITAL
POST : OPERATIONAL MANAGER (SPECIALITY) THEATRE
SECTION : OPERATING THEATRE AND CSSD
REFERENCE : GTN 41/ 2019
NUMBER OF POSTS : 01
INSTITUTION : GREYTOWN HOSPITAL
SALARY NOTCH : R 562 800.00 PER ANNUM
BENEFITS : 13th Cheque, Medical Aid optional. Housing Allowance (Employees to meet the prescribed requirements) rural allowance: 12%

MINIMUM REQUIREMENTS

- Matric / Senior Certificate (grade 12) or equivalent qualification
- Degree / Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse Plus
- Post Basic qualification in Theatre Nursing Science with duration of at least one year and accredited with SANC.
- A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with South African Nursing Council in General Nursing of which 5 years must be appropriate/recognizable experience after obtaining post basic qualification in theatre Nursing Science.
- Current S.A.N.C receipt (2019)
- Proof of current/previous work experience endorsed and stamped by HR must be attached.

KNOWLEDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED:

- Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedures,
- Human Resource and financial management skills.
- Sound knowledge of disciplinary processes and grievance procedures.
- Knowledge of nursing care processes and procedures.
- Knowledge of Occupational Health and safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills.
- Good communication, leadership, interpersonal and conflict management skills.

KEY PERFORMANCE AREAS

- Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care.
- Initiate and participate in health promotion activities to ensure consistent communication of relevant, accurate and comprehensive information on health care.
- Provision of safe and therapeutic environment for patients in theatre
- Develop/establish and maintain constructive working relationship with nursing and other stakeholders (i.e. interprofessional, inter-sectoral and multidisciplinary teamwork.)
- Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
- Monitor and manage effectively the utilization of human, financial and physical resources.
- Monitoring and evaluation of data management and its impact on planning.
- Work closely with Nursing Management Office to ensure smooth running of nursing component.
- Maintain professional growth/ethical standards & self-development
- Ensure that the unit complies with National Core Standards and ideal Hospital to meet the needs and demands of clients.
- Promote and monitor IPC and Health & safety strategies in the unit.
- Demonstrate understanding of Human Resource and financial management practices & procedures including asset management and inventory management.

Enquiries: Ms. P.P.L NKALA  Tel.: 033 4139 410

Applications should be forwarded to: Human Resource Department
Private Bag X 5562
Greytown
3250

ATTENTION: MR. LP NTOMBELA

CLOSING DATE FOR APPLICATIONS: 2019/11/01