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 43/2020)
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: 03/07/2020

CHIEF EXECUTIVE OFFICER
GREYTOWN HOSPITAL
POST: OPERATIONAL MANAGER (Amakhabela clinic)
NUMBER OF POSTS: 01
CENTRE: GREYTOWN HOSPITAL
REFERENCE: GTN 43/2020
RENUMERATION PACKAGE
SALARY NOTCH: R562 800.00 PER ANNUM
OTHER BENEFITS: 13th cheque, plus 12% rural allowances, medical aid (optional)
HOUSING ALLOWANCE: (Employee must meet prescribed requirement)

MINIMUM REQUIREMENTS FOR THE POST:
- Senior Certificate – Grade 12
- Degree/Diploma in General Nursing and Midwifery
- 1 Year post basic Diploma in Primary Health Care
- Minimum of 9 years appropriate recognizable nursing experience after registration
- as a professional nurse with SANC in General Nursing
- Proof of Current registration with SANC (2019)
- At least 5 years of the period referred to above must be appropriate recognizable
- experience after obtaining the post basic qualification in PHC
- Proof of current and previous work experience endorsed and stamped by Human
  Resources Manager (must be attached)

RECOMMENDATION
- Computer literacy

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED
- SANC rules and regulations
- Supervisory and analytical thinking skills
- Good communication, leadership, interpersonal and problem solving skills and ability to
  function as a team.
- Sound knowledge of nursing procedures, management of nursing procedures, management
  and supervision.
- Ability to formulate patient care related standard operating procedures(SOPs)
- Sound knowledge of Labour Relations Act.
- Financial budgetary knowledge

KEY PERFORMANCE AREAS
- Facilitate provision of comprehensive package of services at PHC level and implementation
  of Quality improvement Programmes to comply with NHL.
- Ensure adequate control of human and material resources including vehicles.
- Supervise and monitor staff performance according to EPMDs.
- Supervise and monitor staff performance according to EPMDS.
- Evaluate and monitor compliance compliance with clinical protocols, norms and standards
  within the facility.
- Ensure data management in all levels.
- Exercise control over discipline, grievance and labour relations issues according to laid
  down policies and procedures
- Ensure that the facility attains the ideal clinic status and
- Utilize human material and physical resources effectively and efficiently
- Provide nursing care that leads to improved service delivery by maintaining client
  satisfaction
- Assist, support and participate in clinical audits in the facility.
- Implement and provide support to the implementation of Community based model within the
  ward.
- Work outside normal working hours and weekends according to community needs

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
Enquiries
Applications forwarded to

Ms. SZ Myeni
Tel. (033) 4139 400
Human Resource Manager
Private Bag x 5562
Greytown, 3250
Attention Ms. WP Zwane

CLOSING DATE FOR APPLICATIONS: 03/07/2020

Manager of the post
Ms. SZ Myeni

Human Resource Manager
Ms. TN Khanyile

Chief Executive Officer
Ms. KJ Mngadi

Date

Date

Date

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