



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Lot 89 Selby Msimang Road, Edendale
Private Bag X 509, Plessislaer, 3216
Tel: (033) 395 4271, Email: mluduka.mgwaba@kznhealth.gov.za
www.kznhealth.gov.za

DIRECTORATE:

HARRY GWALA REGIONAL HOSPITAL
RECRUITMENT AND SELECTION

Enquiries: Mr. NJ Mgwaba
Circular: HGRH 04/2024
Date: 10 January 2024

**TO: HEADS OF ALL DEPARTMENTS
VACANCIES IN HARRY GWALA REGIONAL HOSPITAL
CIRCULAR MINUTE: HGRH 04/2024**

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:

- The following documents must be submitted:-
 - Application for Employment Form (Form Z.83), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
 - Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023.
 - Copies of Qualifications, Registration Certificates and updated certificate of service must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview.
- The Reference Number must be indicated in the column provided on the form Z.83.
NB: Failure to comply with the above instructions will disqualify applicants.
- 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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).
- The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications)
- Please note that 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 advertisement, please accept that your application was unsuccessful
- Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution
- All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply**
- Please note that due to financial constraints no S&T payments will be considered for payment to candidates that are invited for interview.**

9. ALL APPLICATIONS SHOULD BE FORWARDED TO:

CHIEF EXECUTIVE OFFICER
HARRY GWALA REGIONAL HOSPITAL
PRIVATE BAG X 509
PLESSISLAER
3216

OR

HAND DELIVERED TO THE BOX BY THE MAIN GATE BEHIND SECURITY OFFICE
MARKED FOR THE ATTENTION OF: MR. T.C. MANYONI

N.B: NO REGISTERED MAIL AND FAXED APPLICATIONS WILL BE CONSIDERED

CLOSING DATE FOR APPLICATIONS: 02 FEBRUARY 2024

Original signed and dated by the Chief Executive Officer (copy available on request)

MRS. N.T. NXABA
CHIEF EXECUTIVE OFFICER
HARRY GWALA REGIONAL HOSPITAL

DATE: 21/01/2024

GROWING KWAZULU NATAL TOGETHER

ADVERT

POST SECTION	:	OPERATIONAL MANAGER – GENERAL STREAM INTERNAL MEDICINE WARD
NO OF POSTS	:	01
CENTRE	:	HARRY GWALA REGIONAL HOSPITAL
REF: NO	:	NURS 4/2024
SALARY NOTCH	:	R 497 193.00 TO R559 686.00 PER UNNUM
OTHER BENEFITS	:	13TH CHEQUE, 8% INHOSPITABLE AREA ALLOWANCE, MEDICAL AID (OPTIONAL), HOME OWNER ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)

REQUIREMENTS FOR THE POST

- Grade 12 certificate
- Diploma/Degree in General Nursing science, Midwifery or Accoucheur.
- Registration certificate with SANC as a General Nurse and Midwife.
- Current South African Nursing Council receipt – license to practice (2024)
- Minimum of 7 years appropriate/recognizable experience in Nursing after registration as a general Nurse and Midwife/Accoucheur with SANC.
- Certificate of service endorsed by HR department must be attached.

RECOMMENDATION

- Psychiatry will be an added advantage

KNOWLEDGE, SKILLS, TRAINING, COMPETENCIES REQUIRED

- Knowledge and insight into nursing processes and procedures
- Knowledge of Mental Health Care Act
- Nursing statutes and other relevant Public Service Acts.
- Decision making & problem solving skills
- Interpersonal skills in dealing with conflict management
- Knowledge and implementation of Batho Pele principles
- Good communication skills
- Supervisory and analytical thinking skills.

KEY PERFORMANCE AREAS

- Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner
- Manage and supervise effective utilization of all resources in the units.
- Ensure effective implementation of infection control and prevention practices by all staff including support service and cleaning staff.
- Supervise implementation of health care delivery policies, procedures, clinical guidelines, protocols, Operational and Strategic Plans aimed at improving service delivery.
- Facilitate and ensure the implementation of Departmental Priorities and National Core Standards
- Monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patients' records.
- Demonstrate a concern for patients, promoting and advocating a proper treatment and care.

- Monitor and evaluate staff performance
- Ensure effective data management.
- Ensure ethics and professionalism is maintained.
- Demonstrate effective communication with staff, patients, colleagues, and clinicians
- Exercise control over discipline over discipline grievance and all labor related issues
- Develop / establish and maintain constructive working relationship with nursing and other stakeholders
- Monitor waiting times
- Establish and maintain good interpersonal relations with all Stakeholders

ENQUIRES: Mrs. N.C. Ngubo

Contact: 033-395 4427

CLOSING DATE: 02 FEBRUARY 2024