



Physical Address : 60 Saunders Street, HLABISA 3937  
Postal Address : Private Bag X 5001 HLABISA 3937  
Tel: 035 838 868628, Fax: 035 838 1117  
Email: justice.zungu@kznhealth.gov.za

Enquiries: Mrs. B.S.V Ndlovu  
Telephone: 035 838 8610  
Date: 2024.03.08

## **VACANCIES IN THE DEPARTMENT OF HEALTH**

The content of this circular minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in Regional/District offices. The institution must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal working places.

### **DIRECTIONS TO CANDIDATES**

1. The following documents must be submitted:

- [a] Application for employment form (Z83), which is obtainable at any Government Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za),
- [b] An updated detailed Curriculum Vitae (CV); and
- [c] Recently certified copies of identity/ passport documents; all educational qualifications; professional registration certificates and certificates of service from previous employers. NB: It is the applicants' responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA) – and not copies of certified copies.
- [d] Faxed or emailed applications will not be accepted.
- [e] Contactable and verifiable references must be included in the C.V.
- [f] The reference number of the post must be included in the Z83.

**NB: Failure to comply with the above instructions will disqualify applicants.**

Please note that applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her application, in due course.

[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].

**NB: DUE TO FINANCIAL CONSTRAINTS NO S & T ALLOWANCE WILL BE PAID TO CANDIDATES.**

**Original signed by C.E.O**

.....

**CHIEF EXECUTIVE OFFICER  
HLABISA HOSPITAL**

## **ADVERTISEMENT OF POST**

**POST : ASSISTANT MANAGER NURSING (SPECIALITY) X1**  
**INSTITUTION : HLABISA HOSPITAL**  
**COMPONENT : PRIMARY HEALTH CARE CLINICS**  
**REFERENCE NO. : HLH01/2024**  
**SALARY NOTCH : R683 838.00 PER ANNUM**  
**OTHER BENEFITS : 13<sup>th</sup> cheque, 12% Rural Allowance, Home owners allowance**  
**(Employee must meet prescribed requirements) Medical Aid (Optional)**

### **MINIMUM REQUIREMENTS FOR THE POST:**

- National senior certificate / Grade 12.
- An appropriate National Diploma / Degree in General Nursing Science and Midwifery.
- A minimum of ten **(10) years** appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
- At least six **(6) years** of the period referred to above must be appropriate/ recognizable experience after obtaining the one **(1) year** Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).
- At least three **(3) years** of the period referred to above must be appropriate /recognizable experience at PHC management level
- Proof of current registration with SANC receipt as a Professional Nurse (2024).
- Computer literacy
- Valid driver's license

**NB: Certificate of service from previous employers is compulsory, which must be endorsed and signed by Human Resource Management.**

### **RECOMMENDATIONS:**

- Degree/Diploma in Nursing Management will be on advantage.

### **KNOWLEDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED:**

- In depth knowledge of nursing legislation and related legal and ethical practices.
- In depth knowledge of primary Health care protocols and guidelines
- Basic understanding and knowledge of HR and financial policies
- Good report writing and facilitation skills
- Good communication skills both verbal and written
- Conflict management skills
- Good interpersonal and team building skills
- Good supervisory skills

## **KEY PERFORMANCE AREAS:**

- Assist all PHC facilities in the implementation of norms and standards including ideal Clinic Realization and Maintenance Programme in response to current deficiencies in the quality of PHC services
- Improve maternal and child health according to the sustainable development goals.
- Monitor EPI and Immunization programs to reduce child mortality.
- Supervise and monitor, OPD and eye clinic services
- Enhance the saving mothers programme.
- Manage the provision of high quality nursing service in the department.
- Ensure the development and implementation of clinical policies, procedures and guidelines for policies and other related programs/projects.
- Maintain clinical/good governance, through quality service, innovation and nursing care by upholding relevant principles.
- Ensure staff development and performance by implementing EPMDS and other related Human Resource policies.
- Ensure effective utilization of all resources in the department
- Ensure implementation of appropriate infection control measures within the department
- Ensure implementation, monitoring and Evaluation of all programs
- Monitor and ensures that all nurses are licensed to practice
- Deal with grievance and labour relations issues in line with HR prescripts
- 

**Enquiries: Mrs. B.S.V Ndlovu**

Tel: 035 838 8610

**Applications must be forwarded to:**

**Human Resource Department**

Hlabisa Hospital  
Private Bag X 5001  
**HLABISA**  
3937

**OR**

**Hand Deliver to: Hlabisa Hospital, 60 Saunders Street, Hlabisa 3937**

**OR**

Email to: [Hlabisa.E-Recruitment@kznhealth.gov.za](mailto:Hlabisa.E-Recruitment@kznhealth.gov.za)

**CLOSING DATE FOR APPLICATIONS: 29 March 2024**