



Enquiries: Mrs. B.S.V Ndlovu
Telephone: 035 838 8610
Date: 2024.04.09

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,
- [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 (Obstetrics and Gynecology)
(Specialty)
INSTITUTION : HLABISA HOSPITAL
COMPONENT : NURSING
REFERENCE NO. : HLH 02/2024
SALARY NOTCH : R627 474.00 PER ANNUM
OTHER BENEFITS : 13th cheque, 12% Rural Allowance, Home owners allowance
(Employee must meet prescribed requirements) Medical Aid (Optional)

MINIMUM REQUIREMENTS FOR THE POST:

- Matric/Senior Certificate or equivalent qualifications.
- Degree/Diploma in General Nursing Science and Midwifery.
- Registration with SANC as a Professional nurse.
- A post basic nursing qualification in “Advanced Midwifery & Neonatal Nursing Science”, with duration of at least 1 year, accredited with the SANC.
- Minimum of 10 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing.
- At least 6 years of the period referred to above must be appropriate recognizable experience in the specialty after obtaining the on year post basic qualification in “Advanced midwifery & Neonatal Nursing Science.
- At least 3 years of the period referred to above must be appropriate recognizable experience at a Management level.
- Proof of current registration with SANC for 2024.

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

RECOMMENDATIONS:

- Computer Literacy
- Diploma/degree in Nursing Management will be an added advantage
- Driver’s License Cod EB (08)

KNOWLEDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED:

- Knowledge and insight into nursing processes and procedures
- Knowledge and insight into nursing statuses and other relevant public service acts
- Decision and problem-solving skills
- Interpersonal skills and conflict management skills
- Knowledge and implementation of Batho Pele principles
- Good communication skills
- Supervisory and analytical thinking skills
- Ability to implement National core standards
- Basic understanding of HR and financial policies and practices

KEY PERFORMANCE AREAS:

- Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in the Obstetrics & Gynecology nursing component, in conjunction with team members, within a professional and legal team framework.
- Ensure the maintenance of quality care standards in the Obstetrics & Gynecology services.
- Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner.
- Ensure effective utilization of all infection control and prevention practices by all staff including support service and cleaning staff.
- Supervise implementation of health care delivery policies, procedures, clinical guidelines and protocols, operational and strategic plans aimed at improving service delivery.
- Facilitate and ensure implementation of Department priorities including Ideal Hospital.
- Monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patient's record.
- Demonstrate a concern for patient, promoting and advocating proper treatment and care.
- Monitor and evaluate staff performance.
- Ensure effective data management.
- Coordinate clinical governance meetings relevant to the sub-component.
- Ensure ethics and professionalism is maintained.
- Demonstrate effective communication with staff, patients and multidisciplinary team.
- Exercise control over discipline grievance on all labour related issues.
- Develop/establish and maintain constructive working relationship with nursing and other stakeholder.
- Support feeder clinics.
- Support PHC feeder clinics in maintenance of quality care in SRH including Obstetrics and Gynecology services.

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

CLOSING DATE FOR APPLICATIONS: 06 May 2024