TO HEADS OF ALL INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the posts are made aware of this circular minute even if they are absent from their normal places of work.

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.
   (©). 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.

2. Applicants applying for more than one (1) post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post.

3. The reference number and position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83.

4. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship and previous experience verifications).

5. Persons with disabilities are encouraged to apply for the post.

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

(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.)

CLOSING DATE FOR APPLICATIONS: 25 October 2019

Mr SPN Mkhwanazi
Acting Chief Executive Officer
CENTRE : HLABISA HOSPITAL
COMPONENT : MADWALENI CLINIC
POST : OPERATIONAL MANAGER (PHC)
REF NUMBER : HLH 14/2019
REMUNERATION : R 562 800.00 – R 633 432.00 pa

MINIMUM REQUIREMENTS FOR THE POST/QUALIFICATION:
- National Senior Certificate (Grade 12) or Standard 10
- Degree/Diploma in General Nursing and Midwifery.
- 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)
  Proof of current registration with SANC (2019)
- Minimum of 9 years’ experience appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in General Nursing of which 5 years must be
- Proof of current and previous experience endorsed by Human Resource Office.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:
Knowledge of SANC rules and Regulations
- Knowledge of Legislative Framework and Departmental prescripts
- Basic financial management skills
  Sound management, negotiations problem solving and decision making skills
- Good communication skills both written and verbal
  Provide mentoring and coaching skills
- Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to BATO PELE Principles.

KEY PERFORMANCE AREAS:
- Plan and organize the clinic
- Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget
- Supervise and monitor staff performance according to EPMDS
- Deal with disciplinary and grievance matters and monitor and manage absenteeism
- Monitor and evaluate compliance with clinical protocols, norms and standards within the clinic.
- Facilitate the realization and maintenance of Ideal Clinic programme in the clinic.
- Conduct patient experience of care survey and develop quality improvement plan.
- Ensure proper management of patient’s safety incidents and develop quality improvement plans thereof.
- Demonstrate understanding of HR and Finance policies and procedures.
- Monitor and evaluate the care and management of all patients through clinical audits.
- Supervise and monitor implementation of PHC re-engineering.
- Monitor performance of PHC indicators on daily, weekly, and monthly basis.
- Analyse data, draw up improvement plans and provide reports to management.
- Manage all resources within the facility effectively and efficiently to ensure optimum service delivery.
- Develop and facilitate strategies to achieve targets for priority programmes.
- Ensure proper management of complaints, compliments and suggestions and develop quality improvement plans thereof.
ENQUIRIES: Mr SPN Mkhwanazi  CONTACT NO: 035 838 8690

Closing Date: 25 October 2019

APPLICATIONS TO BE FORWARDED TO:
The Chief Executive Officer
Hlabisa Hospital
Private Bag X 5001
HLABISA
3937
For attention: Human Resource Manager