



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE:

Private Bag X322, PAULPIETERSBURG, 3180

Human Resource

Edumbe Community Health Centre, 463 Edumbe Main Street Location

Tel: 034 995 8500 Fax: 034 995 8511 Email: philsisiwe.mdlalose@kznhealth.gov.za

Enquiries: Mrs. E.P. Mdlalose

Date : 03 December 2021

### TO HEADS OF ALL INSTITUTIONS VACANCIES IN THE DEPARTMENT OF HEALTH CIRCULAR MINUTES

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in all regional/district offices. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal places of work.

#### DIRECTION TO CANDIDATES:-

1. The following documents must be submitted:
  - a) New Application for Employment Form (Form Z83 effective from 01/01/2021) which is obtainable at any Government Department OR from the website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za).
  - b) Certified copies of highest education qualifications – not copies of certified copies.
  - c) Curriculum Vitae
  - d) Certified copy of Driver's license – if required
  - e) Certified copy of Identity Document
2. The post reference number must be indicated in the column provided on the Z83 form  
e.g. Ref Number ED 29/2005
3. **Failure to comply with the above instructions will disqualify applicants.**
  - a. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote Representativity in all occupational categories in the Department)
  - b. **Appointments are subject to positive outcome obtained from the state security agency (SSA) to the following (Security Clearance (Vetting), Criminal Clearance, Credits records, citizenship) verification of Education Qualification by SAQA, Verification of previous experience from employers and verification from the company Intellectual Property Commission (CIPC)**
4. **Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.**
5. **Applicants in possession of a foreign qualification must attach an evaluation certificate from South African Qualification Authority (SAQA) to their applications. Non- RSA Citizens / Permanent Residence/ Work Permit holders must submit documentary proof together with their applications.**

CLOSING DATE FOR APPLICATIONS IS **24 DECEMBER 2021**

PLEASE FORWARD APPLICATIONS TO: THE HUMAN RESOURCE DEPARTMENT, EDUMBE CHC, Private Bag X 322, Paulpietersburg, 3180 or HAND DELIVER AT: THE HUMAN RESOURCE DEPARTMENT, EDUMBE CHC, Stand No.463, eDumbe Main Street, Paulpietersburg, 3180.

#### **Original Signed**

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CEO/Medical Manager  
Edumbe Community Health Centre

**Post** : **Operational Manager PHC (Hartland Clinic)**  
**Institution** : **eDumbe CHC (Hartland Clinic)**  
**No of post** : **01**  
**Reference No** : **HRT/2/2021**  
**Salary** : **R 562 800 .00 –R 633 432.00 per Annum**  
**Other Benefits** : **13<sup>th</sup> Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet prescribed requirements) & 12% rural allowance.**

### **MINIMUM REQUIREMENTS**

- Senior certificate (Grade 12),
- Degree / Diploma in nursing or equivalent qualification that allows registration with the South African Council as a Professional nurse,
- One year post basic qualification in Primary Health Care
- Current registration with SANC as Professional Nurse.
- A minimum of (9) nine years recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery, of which five(5) years must be recognizable experience after obtaining one(1) year post basic qualification in Primary Health Care
- **Certificate of service and verification of employment from current and previous employers.**

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

- Knowledge and insight into nursing process and procedures
- Knowledge of nursing statutes and other relevant Public Services Act/ legislations
- Decision making and problem solving skills
- Interpersonal skills in dealing with conflict management
- Knowledge and implement Batho Pele principles
- Supervisory and analytical thinking skills
- Stress tolerance, flexibility, empathy and ability to communicate constructively
- Disaster management skills
- Team building and supervisory skills.

### **KEY PERFORMANCE AREAS**

- Provide effective management and professional leadership ensuring that ward unit are organized and covered with Professional staff.
- To provide quality patient care.
- Provide effective supervision of wards ensuring implementation of nursing standard, policies and procedures.
- Manage and direct efficient utilization of resources to enhance service delivery.
- Exercise control of discipline, grievance and any other Labour related issues in terms of laid down procedures.
- Maintain client satisfaction through monitoring and setting of service standards.
- Implement and monitor National Core Standards.
- Implement EPMDS.
- Advocate for patients in facilitating proper treatment care, and adherence to Patient Rights Charter and Batho Pele Principles.
- Ensure to keep accurate records.
- Compile unit statistics monthly.

**Enquiries** : **Mrs. LT Msibi** **Telephone No** : **034 995 8500/28**

**Closing Date** : **31/12/ 2021**

**PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS S&T's WILL NOT BE PAID**