



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

INSTITUTION : IMBALENHLE CHC

Private Bag X 9104, PIETERMARITZBURG, 3200

Unit 3, Thwala Road, Imbali, PIETERMARITZBURG, 3201

Tel : 033 398 9100 Fax : 033 398 8963, Email : mbongeni.gumede@kznhealth.gov.za

HUMAN RESOURCE OFFICE

Vacancy Circular IMB 01/2024

DIRECTIONS TO CANDIDATES :-

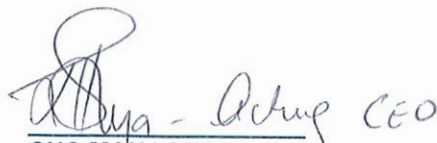
1. The following documents must be submitted :
 - (a) Application for employment form (Form Z83), which is obtainable from any Government Department OR from the website – www.kznhealth.gov.za
 - (b) A comprehensive CV (with detailed experience),
 - (c) Certified copies of South African ID, qualifications, proof of work experience as well as driver's license will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Failure to do so will result in your application being disqualified.
2. The Reference number must be indicated in the column provided on the form Z83 e.g. Reference number IMBALCHC03/2021
3. Faxed and e-mailed applications will **NOT** be accepted.
4. Please note that communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful.
5. *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 school report by Principal, verification of previous experience from Employers.*

Please note that due to financial constraints this institution will not reimburse candidate for S&T claims for attending interviews.

THIS DEPARTMENT IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER, WHOSE AIM IS TO PROMOTE REPRESENTIVITY IN ALL LEVELS OF ALL OCCUPATIONAL CLASSES OF THE DEPARTMENT.

Attention: The Assistant Director – HRM
Imbalenhle CHC
Private Bag X 9104
PIETERMARITZBURG
3200

OR HAND DELIVERED TO
Imbalenhle CHC
Thwala Road
Unit 3 Imbali
PIETERMARITZBURG
3201.


CHC MANAGER

11.01.2024.
DATE



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VACANCY

ADVERTISEMENT OF POST

POST : OPERATIONAL MANAGER – PHC

CENTRE : SNATHING CLINIC

REFERENCE NO. : IMBALCHC01/2024

NO OF POSTS : 01

SALARY NOTCH : R627 474 – R703 752 PER ANNUM

ALLOWANCES : 8% rural allowance, 13th cheque, housing allowance and medical aid (employee must meet the prescribed requirements)

MINIMUM REQUIREMENTS

- Senior certificate/ Grade 12
- Basic R425 qualification (i.e. Degree / Diploma) in Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse.
- Post basic qualification with a duration of at least 1 year in Primary Health Care.
- Registration with SANC as General Nurse, Midwifery and Primary Health Nurse.
- Current SANC receipt (2023).
- A minimum of 9 years appropriate / recognizable Nursing experience after registration with SANC in General Nursing.
- At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1-year post basic qualification in Primary Health Care.
- **NB: All shortlisted candidates will be required to provide certified copies of educational qualifications, Identity Document, Driver's License, Computer Certificate, and proof of experience (not Z17) endorsed by HR Office indicating clearly in detail periods of experience and roles.**

RECOMMENDATIONS

- Previous experience in managerial or supervisory position
- Training Certificate in Nurse initiated and management of ART (NIMART)
- Computer literacy (MS Word, Excel, PowerPoint, and Outlook).
- A valid driver's license

KNOWLEDGE, SKILLS AND COMPENCIES REQUIRED

- Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks.
- Leadership, organizational, decision making, and problem solving abilities within the limit of the public sector and institutional policy framework.
- Interpersonal skills including public relations, negotiating, conflict handling and counseling skills.
- Financial and budgetary knowledge pertaining to the resources under management.
- Insight into procedures and policies pertaining to nursing care.
- Computer skills in basic programs.



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KEY PERFORMANCE AREAS

- Delegate, supervise, and coordinate the provision of effective and efficient patient care through adequate nursing care.
- Facilitate provision of comprehensive package of service at PHC level and implementation of quality improvement programs to comply with NHI.
- Ensure adequate control of human and material resources including vehicles.
- Supervise and monitor staff performances according to EPMDS.
- Supervise and monitor Covid 19 vaccination programme.
- Evaluate and monitor compliance with clinical protocols, norms, and standards.
- Monitor implementation of performance indicators on a daily, weekly, monthly, and quarterly basis, provide feedback to management, analyze, verify data, and draw up quality improvement plan and implementation plan.
- Exercise control of discipline and any other Labor Related issues in terms of laid down procedures.
- Compile and submit reports timeously.
- Monitor and evaluate the care and management of all patients through clinical audits.
- Maintain constructive working relationships with all the stakeholders i.e. inter-professional, inter-sectorial, and multi-disciplinary team.
- Assists in consultation of patients to reduce waiting times.
- Provide direct and indirect supervision of all staff within the unit and give guidance.
- Monitor implementation of PHC re-engineering in clinic.
- Supervise Satellite clinic and Mobile unit in the absence of Assistant Nursing Manager.
- **Work extended hours according to community needs.**

CLOSING DATE: 29 JANUARY 2024

ENQUIRIES : MRS NM CHONCO

TEL. NO. : 033 – 398 9100