



ITSHELEJUBA DISTRICT HOSPITAL

Postal Address: Private Bag x 0074, Pongola 3170

Human Resource Office

Physical Address: Along N2 Road between Pongola & Piet Retief towns

Tel: 034 413 4000 Fax: 034 413 2545 Email address: Simelane.elliott@kznhealth.gov.za
www.kznhealth.gov.za

Enquiries: Mrs. TM Vilakazi
Telephone no: 034 413 4000
Date: 2022.05.18

**VACANCIES FOR DEPARTMENT OF HEALTH
TO ALL INSTITUTIONS: CIRCULAR MINUTES NUMBER 03/2022**

The contents of this Circular Minute must be brought to attention of all eligible candidates and community members without delay. Institutions/facilities/Components must notify all candidates who qualify for the post in this circular minute.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
 - a) Application for Employment from new Z 83 which is obtainable at any Government institutions OR from website.
 - b) Copies of highest educational qualifications and identity document need not be certified when applying for the post. Therefore only shortlisted candidates for the post will require submitting certified documents on or before the day of interviews following communication from HR.
 - c) Curriculum Vitae.
 - d) Identity document- copy.
2. The reference number of the post applied must be indicated in the column provides in Z 83 e.g. ITSH 01/2020

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


The appointment is subject to positive outcome obtained from the state security agency to the following check (security clearance, credits records, qualification, citizenship and previous experience verification).

3. **This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativeness in all occupations we envisage to receive. People with disability should feel free to apply**
4. Please note that due to the large number of application received, applications will not be acknowledged. However all applicants short-listed will be advised of outcome of their applications in due course.

NB:

PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINS NO S&T CLAIMS WILL BE CONSIDERED FOR PAYMENTS TO CANDIDATES THAT ARE INVITED FOR INTERVIEW

CLOSING DATE: 2022.06.10


MRS TM VILAKAZI
CHIEF EXECUTIVE OFFICER
APPLICATIONS TO BE FOWARDED TO:
THE HUMAN RESOURCE MANAGER
Private Bag X0047
Pongola
3170


DATE

POST : OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE),
CENTRE : NCOTSHANE, TOBOLSK AND PONGOLA CLINIC
REF NO : ITSH 05 /2022
NO OF POSTS : Three (3) posts)
SALARY NOTCH : R571 242.00- R642 933.00 per annum, other benefit: 13th cheque,
Housing Allowance (employee must meet the prescribed
Requirement) 12% Rural allowance and Medical Aid (optional)

MINIMUM REQUIREMENTS:

- National Senior Certificate grade 12 or standard 10.
- Degree/National diploma in General Nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).
- Current registration with SANC as a General Nurse and Midwifery/ proof of payment must be attached (E- register / salary advice.
- A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC as general nurse and midwifery.
- At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty.

NB: Proof of work experience signed by Human Resource Manager must be attached.

RECOMENDATIONS:

- A valid driver's license.
- Proof of computer literacy (certificate must be attached)
- Knowledge on AYFS, NIMART training, ICRM programme will be added advantage.
- Diploma/Degree in Nursing Management and Administration.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Good management and analytical skills.
- Good communication leadership and interpersonal skills, problem solving skills, conflict management and decision making skills.
- Ability to work in a team.
- Knowledge of Public service acts, regulations and policies.
- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks.
- Knowledge and experience in implementation of Batho Pele Principles, Patients Right's Charter and code of conduct.
- Computer skills in basic programmes. Human Resources Management and Basic financial management skills.

KEY PERFORMANCE AREAS:

- Assist in planning, organising and monitoring of objectives of the facility.
- Manage all resources within the unit effectively to ensure optimum service delivery.
- Ability to plan and organize own work and that of support personnel to optimum service delivery.
- Monitor provision of quality comprehensive service delivery.
- Work as part of multidisciplinary team to ensure good nursing care.
- Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction.
- Participate in the attainment of National Core Standard.
- Contribute to the realization of ideal clinic (ICRM) status norms and standards.

- Participate in the analysis and formulation of SOP for the facility.
- Provide direct and indirect supervision of all staff within the unit and give guidance.
- Demonstrate an understanding of Human Resource and Finance Management policies and procedures.
- Monitor and evaluate the care and management of all patients through clinical audits.
- Supervise and monitor implementation and performance of PHC Re- Engineering/ Community based model.
- Monitor implementation and performance of indicators on daily, weekly, and monthly basis, provide feedback to management, analyses data and draw quality improvement plan and implementation thereof.
- Exercise control of discipline and any other Labour related issues in terms of the laid down procedures.
- Ensure complaint management is functional in the Clinic.
- Ensure functionality of the clinic committee programme so that community involvement and participation is achieved.
- Conduct Clinic open days.
- Monitor and evaluate employee's performance through EPMDS for relevant staff.
- Ensure data management is done as per prescripts, daily capturing and monthly report.
- Ensure proper and optimal utilization of resources and exercise care over government property.
- Incumbent will be expected to work extended hours (overtime) including after hour on call.
- Demonstrate knowledge of clinical programme i.e. MCWH, HAST and NCD including all monitoring systems attached to each programme.
- Ability to access retrieves electronic report, analyse and use them to improve clinical care.

Enquiries: All enquiries should be directed to Ms JN Mthenjana contact details: 034 413 4000

APPLICATIONS: All applications must be addressed to Itshelejuba Hospital Private Bag X 0047 Pongola 3170 or hand delivery to Human Resource Section

CLOSING DATE FOR APPLICATIONS: 10 JUNE 2022