



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: 2021.11.23

VACANCIES FOR DEPARTMENT OF HEALTH

TO ALL INSTITUTIONS: CIRCULAR MINUTES NUMBER 11/2021

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

DIRECTIONS TO CANDIDATES:

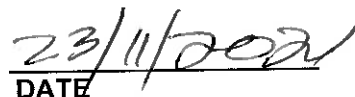
1. The following documents must be submitted:
 - a) Application for Employment form new Z 83 which is obtainable at any Government institutions OR from website.
 - b) Copies of highest educational qualifications and identity document need not be certified when applying for the post. Therefore only shortlisted 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.
 - e) Current paid up receipt with SANC registration body 2022
2. The reference number of the post applied must be indicated in the column provides in Z 83 e.g. ITSH 01/2021
NB: Failure to comply with the above instructions will disqualify applicants.
The appointment is subjects 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.

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: 2021.12.31


MRS TM VILAKAZI

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


DATE

POST : ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE
REF NO : ITSH 21/2021
CENTRE : ITSHELEJUBA HOSPITAL (PRIMARY HEALTH CARE)
NOTCH : R624 216.00 - R702 549.00 per annum.
OTHER BENEFIT : 13 Cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)

MINIMUM REQUIREMENTS:

- Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in General Nursing and Midwifery.
- Post Basic qualification in Primary Health care. Current registration with SANC as a professional Nurse.
- A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing.
- At least 7 years of the period referred above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality.
- At least 3 years of the period referred to above must be appropriate /recognisable experience at management level.
- Drivers licence.
- Proof of Computer literacy with proficiency in MS Office software application (certificate must be attached).

NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management.

RECOMMENDATION

- **Diploma/Degree in Nursing Administration**

KNOWLEDGE, SKILLS AND COMPETENCES REQUIRED:

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patients' rights Charter, Batho Pele principles, Public Service Regulation, Grievance Procedures etc.
- Leadership, organizational, decision making and problem solving abilities.
- Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- Financial and budgetary knowledge pertaining to the relevant resources under management.
- Insight into procedures and policies pertaining to nursing care.
- Team building and interpersonal relations. Good communication skills and Computer skills.

KEY PERFORMANCE AREAS:

- Strategically lead and supervise PHC services to provide quality nursing care within the catchment area.

- Manage and supervise all PHC units involving all stakeholders. Ensure facilitation of an integrated planning and implementation of all services/programs aligning to those of the department.
- Ensure that all Priority Programs which include Community Base Model, CCMDD, NHI, OSS and District Development Model etc are implemented and managed accordingly.
- Facilitate the realization and maintenance of ideal clinic program.
- Analyse operational imperatives set in the National PHC package, National Norms and standard, Policies and guidelines for implementation of better outcomes.
- Ensure that nurses are practising in realization of relevant legislative policies and practices as according to SANC, professional and ethical practices.
- Facilitate data management. Manage all resources. Be in a position to operate under pressure including extended working hours.
- Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS).
- Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Participate in operational Sukuma Sakhe.
- Support PHC re-engineering by ensuring that outreach teams are functional.
- Analyse and interpret statistics including PHC programme indicators.

ENQUIRIES: All enquiries should be directed to Ms JN Mthenjana contact details: 034-4134000

APPLICATIONS: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital

CLOSING DATE FOR APPLICATIONS: 31 DECEMBER 2021

POST : CLINICAL NURSE PRACTITIONER GRADE1 OR GRADE 2:
REFERENCE NO : ITSH 22/2021
CENTRE : ITSHELEJUBA HOSPITAL MOBILE CLINIC
NUMBER OF POST : 01
NOTCH : GRADE 1: R388 974.00 per annum
GRADE 2: R478 404.00 per annum
OTHER BENEFITS : 13th Cheque, Housing Allowance (employee must be prescribed requirement and Medical Aid (optional))

MINIMUM REQUIREMENTS

- Senior Certificate/ Grade 12 or Equivalent qualification
- Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).
- Current registration with SANC as a Professional Nurse General and Primary Health care plus,
- A minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse.
- **Certificate of service must be attached as proof of experience**

EXPERIENCE

- **Grade 1:** A minimum of 4 years appropriate/ recognizable experience as General Nurse.
- **Grade 2:** A minimum of fourteen (14) appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic qualification for the relevant specialty

NB. Proof of work experience signed by Human Resource section must be attached and candidate previously applied must also apply.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Knowledge and experience of Public Service Policies and Regulations.
- Sound Management and negotiation skills. Knowledge of Labour Relations.
- Clinical Competences.
- Knowledge of nursing care delivery approaches.

KEY PERORMANCE AREAS

- Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community in line with PHC engineering.
- Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care.
- Provide administrative services such as providing accurate statistics for evaluation and future planning identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization.

- Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care.
- Provide safe and therapeutic as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts.
- Plan and organise own work and that of support personnel to ensure proper nursing care, able to implement the institutional major incident (disaster) plan as required.
- Work as part of the multidisciplinary team to ensure good nursing care.
- Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required.
- Participate in the analysis and formulation of nursing policies and procedures.
- Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager.
- Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identity.
- Work effectively, co-operatively and amicably with person of diverse intellectual, culture, racial or religious differences.
- Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's need and expectations according to Batho Pele Principles.
- Promote quality of nursing care as directed by standards at primary health care facilities. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- The incumbent will be expected to work extended hours: after hour on call services

ENQUIRIES: All enquiries should be directed to Ms JN Mthenjana contact detail: 034 413 4000

CLOSING DATE FOR APPLICATIONS: 31 DECEMBER 2021