TO ALL HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minutes must be brought to the notice of all eligible Employees on your establishment without delay, including those in the district offices. Institutions must notify all employees who qualify even if they are absent from their normal workplaces.

DIRECTION 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) Certified copies of highest education qualification and professional registration certificates - not copies of certified copies.
   c) Curriculum Vitae.
   d) A certified copy of Identity Document - not a copy of a certified copy.
   e) Verified proof of current and previous experience.

2. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (KDC 01/2020)

NB: FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL DISQUALIFY APPLICANTS.

3. Due to large number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful.

4. Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Holders of non-RSA Citizenship/Permanent Residents/Work permits must submit documentary proof together with their applications.

5. The appointment is subject to the positive outcomes obtained from the following checks: security Clearance, Qualifications (SAQA), Citizenship and Previous Experience Verification.

6. No S and T claims will be paid to candidates that are invited for interview due to financial constraints in the Department.

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational categories.

We welcome applications from persons with disabilities

The closing date for all applications is 24 July 2020

Original signed by:
CHIEF EXECUTIVE OFFICER
KWADABEKA COMMUNITY HEALTH CENTRE
JOB TITLE: Operational Manager Nursing (Speciality Unit/Advanced Midwife)

NUMBER OF POSTS: 1

INSTITUTION/FACILITY: KwaDabeka Community Health Centre

REFERENCE: KDC 01/2020

SALARY NOTCH: R 562 800.00 per annum (inclusive of benefits)

BENEFITS: 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary.

MINIMUM REQUIREMENTS FOR THE POST:

- Senior Certificate/Grade 12 or equivalent;
- Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (i.e. Degree /Diploma in General Nursing and Basic Midwifery);
- Post-basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited with SANC with a duration of one year;
- A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing;
- Relevant Annual Practice Certificate (SANC registration) for 2020; and
- Proof of current and previous work experience (certificate of service) endorsed by the Human Resource Manager or delegated person.

RECOMMENDATIONS:

- Diploma /Degree in Nursing administration
- Proof of Computer literacy

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES:

- Financial and budgetary knowledge pertaining to the relevant resources under management.
- Insight into procedures and policies pertaining to nursing care.
- 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 counselling skills.
- Be prepared to work shifts, weekends, night duty and Public holidays if a need arise.
- Computer skills in basic programs.

KEY PERFORMANCE AREAS

- Provide effective management and professional leadership in the specialized unit.
- Ensure implementation of quality maternal child and women's health care programmes
- Ensure cost effective and appropriate management of resources
- Display concern for patients, advocating and facilitating proper treatment and care.
- Ensure staff development and monitor performance through EPMDS.
 Provide guidance and leadership in the implementation of the National Core standards and Ideal clinic initiative and realization.
 Participate actively in NCS and Ideal Clinic committees and ensure implementation of standards.
 Work as part of multidisciplinary team to ensure good nursing care
 Demonstrate effective communication with patients, community and with multidisciplinary team
 Participate in the analysis and formulation of nursing policies and procedures
 Monitor implementation and performance of emergencies on daily, weekly and monthly basis.
 Participate in Mortality and Morbidity committee and ensure improvement in patient care
 Ensure that staff is orientated, mentored and developed to provide quality patient care.
 Ensure that patients are nursed in a safe and therapeutic environment.
 Ensure that discipline and professionalism is instilled and maintained.

ENQUIRIES: MRS EN MBATHA (031) 714 3746

ALL APPLICATIONS MUST BE FORWARDED TO:

Human Resource Office
KwaDabeka Community Health Centre
PO Box 371
Clernaville
3602