TO: HEADS OF ALL DEPARTMENTS

VACANCIES IN LADYSMITH REGIONAL HOSPITAL

CIRCULAR MINUTE: LH 10/2019

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
   - Application for Employment Form (Z83), which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za
   - Certified copy of Identity Document.
   - Updated Curriculum Vitae with full record of service.
   - Certified Copy of Highest Educational Qualifications

2. The Circular Minute Number must be indicated in the column provided on the Z83, e.g. HRM 2/2019.

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

3. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications).

4. Please note that 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 advertisement, please accept that your application was unsuccessful.

5. Ladysmith Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution.

6. Persons with disability are encouraged to apply.

9. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

10. ALL APPLICATIONS SHOULD BE FORWARDED TO:
    The Hospital Manager: Applications
    Ladysmith Hospital
    Private Bag X9928
    LADYSMITH
    3370

Fighting Disease, Fighting Poverty, Giving Hope
READVERTISEMENT: THOSE THAT PREVIOUSLY APPLIED MAY REAPPLY

VACANCY

POST : OPERATIONAL MANAGER – SPECIALITY
LIMIT HILL CLINIC

COMPONENT : NURSING

CENTRE : LADYSMITH HOSPITAL

REFERENCE : NURS 18/2019

SALARY : R562 800 p.a, 13TH CHEQUE, 8% RURAL ALLOWANCE,
Housing Allowance (employees must meet prescribed requirements),
(Medical Aid Optional)

REQUIREMENTS:
• Senior Certificate (Grade 12).
• Degree / Diploma in General Nursing and Midwifery PLUS (1) year post basic qualification
  in Clinical Nursing Science, Health Assessment, Treatment and Care
• Registration with SANC in General Nursing and Midwifery and Primary Health Care
• Proof of current registration with SANC (2019)
• A minimum of 9 years recognizable experience in nursing after registration as professional
  nurse with SANC in General Nursing of which 5 years must be recognizable experience
  after obtaining one year post basic qualification in Primary Health Care.
• Certificate of service endorsed by Human Resource Department.

Recommendation:
• Degree / Diploma in Nursing Administration.

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES:
• Good verbal and written communication and report writing skills.
• Leadership, organizational, decision making and problem solving skills.
• Knowledge of legal frame work and prescripts within the Department of Health.
• Conflict management and negotiation skills.
• Knowledge of code of conduct and Labour Relations procedures / processes.
• Knowledge of Batho Pele principles and Patients' Rights Charter.

KEY PERFORMANCE AREAS:
• Promote quality nursing care as directed by the professional scope of practice and
  standards as determined by the institution.
• Assist in planning, organizing and monitoring of objectives of the units and departments.
• Demonstrate understanding of Human Resource and Financial Management and practices
  and procedures.
• Supervise staff under your control.
• Display a concern for patients, promoting and advocating proper treatment and care
  including awareness and willingness to respond to patients’ needs, requirements and
  expectations (Batho-Pele)
• Able to plan and organize own work and that of support personnel to ensure proper nursing
  care.
• Manage all resources within units effectively and efficiently to ensure optimal service
  delivery.
• Carry out PMDS evaluation of staff, formulate training programmes and participate in the
  training and development of staff.
• Ensure that all equipment in the nursing department is adequate, checked and is in working
  order.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
• Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts.
• Oversee the functioning of units / wards and report to nursing management.

ENQUIRIES: Mrs. N.G. NKEHLI, Tel: (036) 637 2111, CLOSING DATE: 25/10/2019

DEPUTY DIRECTOR: HRM

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