



Date: 13 May 2022

TO HEADS OF ALL INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of the Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Also notify all candidates who qualify for the posts in this circular minute even if they are absent from their place of work.

DIRECTIONS TO CANDIDATES

1. **The following documents must be submitted:**
 - (a) **New (Z83) form, fully completed and signed, obtainable from any Public Service Department, failing which your application will not be considered.**
 - (b) **Certified copies of ID and highest educational qualifications- not copies of certified copies.**
 - (c) **Curriculum Vitae**
 - (d) **Verified proof of current and previous work experience from your employers.**
2. **The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2022**

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

3. Applications are respectfully informed that, if no notification of Appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Correspondence will be limited to shortlisted candidates only.
4. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.
5. The appointment is subject to the positive outcomes obtained from the following checks: Security Clearance, Qualifications (SAQA), Citizenship and Previous Experience Verification.
6. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum that of the advertised post are free to apply.
7. (This institution is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of the Department.) **People with disability should feel free to apply.**
8. **Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for interview.**

CLOSING DATE FOR ALL APPLICATIONS: 10 JUNE 2022

Applications should be posted to: The Recruitment Officer **OR** Hand deliver to: HR Office No. 3
Madadeni Hospital
Private Bag x 6642
Newcastle
2940

Madadeni Hospital
F0001Section 6
Madadeni
2951

Original signed and available on request

THE CHIEF EXECUTIVE OFFICER

MRS H.S.L KHANYI

POST : CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION & CONTROL) (IPC)

NUMBER OF POSTS : ONE (1)

CENTRE : MADADENI HOSPITAL

REFERENCE NO. : MAD 01/2022

EQUITY TARGET : AFRICAN MALE

SALARY : R450 939.00 – R507 531.00 PER ANNUM PLUS 13TH CHEQUE
MEDICAL AID (OPTIONAL), HOUSING ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS, 8% RURAL ALLOWANCE)

MINIMUM REQUIREMENTS:

- Basic R425 qualification Degree/ Diploma: General Nursing or Equivalent qualification that allows registration with (SANC)
- Proof of current Registration with South African Nursing Council (2022 Receipt)
- A minimum of 7 years' experience appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing
- Valid Driver's License – please note it is imperative that the successful candidate has a valid driver's license as he/ she will be travelling regularly to Clinics and District Office.
- **Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.**

RECOMMENDATIONS:

- Certificate in Infection Prevention & Control
- Computer literacy

KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge of Nursing Care Processes and Procedures, Nursing Statutes and other Relevant Legal Frameworks I.e. Nursing Act, Infection Prevention & Control, Occupational Health & Safety Act. Patients Right Charter, Batho Pele Principals, Public Service Regulations, Grievance Procedures etc.
- Work effectively and amicably at a supervisory level, demonstrating leadership, organizational decision making and problem solving abilities.
- Demonstrate good report writing and presentation skills as a communication strategy to enhance service delivery.
- Financial and budget knowledge pertaining to the relevant resources under management.
- Knowledge about National Core Standards/Ideal hospital/Ideal clinic related to Infection Prevention & Control.

KEY PERFORMANCE AREAS:

- Ensure that the development, implementation and review of Infection Prevention & Control guidelines, protocols, norms and standards are in line with current standards of practice regulations and the objectives of the service.
- Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes e.g. Regular audits, accurate record keeping, identify health indicators and risk factors, in-service training/health education for all staff and clinics on Infection Control and Prevention.
- Surveillance of health care associated infections, anti-microbial resistance and notifiable conditions.
- Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care e.g. attend meetings, participate with members of the health team in decision making pertaining to health care delivery, consult/ liaise with organizations and special interest groups.
- Coordinates functions and activities of the Infection Prevention & Control.
- To ensure a high standard of infection prevention & control by monitoring infection risks to patients, visitors and Health Care workers.
- Ensure a high standard of thoroughness and accuracy in minimizing further transmission of communicable diseases.
- Promote interdisciplinary/ intersectional liaison.
- Inculcates in every employee, patient and their families the knowledge, interests and alertness to principles of Infection Control.

EQUIRIES: MRS AB SINGH _____ **TEL: 034 328 8126**

CLOSING DATE: 10 JUNE 2022