REFERENCE: HRM 4/1

Enquiries: Ms. S.B.L Khuzwayo
Date: 31 March 2020

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) Application for employment form (Z83), obtained from any Public Service Department OR from www.kznhealth.gov.za.
   (b) Certified copies of ID and highest educational qualifications - not copies of certified copies.
   (c) Curriculum Vitae
   (d) Verified proof of current and previous experience

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 01/2019

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. Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work permits holders 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. 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: 24 April 2020
Applications should be posted to: The Recruitment Officer OR Hand deliver to:
Madadeni Hospital
Private Bag x 6642
Newcastle
2940

Original copy signed and is available on request

THE CHIEF EXECUTIVE OFFICER
(Madadeni Provincial Hospital)
POST: OPERATIONAL NURSING MANAGER (PHC)
EQUITY TARGET: AFRICAN MALE
NO. OF POSTS: 01
CENTRE: MADADENI HOSPITAL (ROSARY CLINIC)
SALARY: R562 800.00 – R633 432.00 per annum
REFERENCE: MAD 03/2020
OTHER BENEFITS: 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

MINIMUM REQUIREMENTS

- Basic R425 Degree/ Diploma in General Nursing and Midwifery
- A post basic Diploma in Clinical assessment, treatment and care
- A minimum of 9 years appropriate/recognizable nursing experience after registration as a professional nurse with SANC in General Nursing
- Proof of Current registration with SANC (2020)
- At least 5 years of the period referred to above must be appropriate/recognizable experience in PHC after obtaining the 1 year post basic qualification in PHC.
- Certificate of service from previous and current employer endorsed and stamped by HR must be attached.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institutional policy framework.
- Knowledge on nursing care processes and procedures, nursing statuses and the relevant legal framework.
- 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 nursing care, computer skills in basic programmes.

KEY PERFORMANCE AREAS

- Ensure that implementation of all priority programmes in the clinics are implemented and monitored.
- Manage and monitor proper utilization of human, financial, physical and material resources.
- Deal with the disciplinary and grievance matters including monitoring and managing absenteeism.
- Provision of administrative service by planning, organizing and ensure the availability of medication and essential equipment in all clinics.
- Monitor and evaluate HR performances EPMDS for all relevant staff
- Ensure date management in all clinics is implemented and monitored
- Implement and provide support to OPERATIONAL SUKUMA SAKHE (flagship programme)
- Monitor infection prevention and control in the clinic
- Ensure that clinic committees are functional
- Maintain good relations with community stakeholders.
- Ensure compliance to National Core Standards and Ideal Clinic Realization.

ENQUIRIES: MS ZE GUMEDE ___________________________ TELEPHONE: 034-328 8137
CLOSING DATE: 24 APRIL 2020