KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Postal Address Private Bag X07, Hibberdene, 4220 MFUNDO ARNOLD LUSHABA CHC –HUMAN RESOURCES
Physical Address Mnafu Area, Magistrate Court Road, Ward 19 , Umzumbe
Tel I: (039) 972 8135 Fax: (039)9726098 Email address : Saloshni.Pillay@kznhealth.gov.za

Date: 26 March 2024 **Enquiries : Dr Z.M. Bikitsha** **Ref. HRM 4/2/1**

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**) TO BE FULLY COMPLETED**, which is obtainable at any Government Department or from the website - www.kznhealth.gov.za;
   b) Curriculum Vitae **(All relevant experience to be captured with precise dates of commencement and termination eg. Date, month and year)**
   c) Certified copies of the School, Tertiary qualifications, Identity Document, Certificates of Service and other relevant documents will be requested on or before the date of the interview for shortlisted candidates only
   d) Applications must be submitted **on or before the closing date.**
   e) Faxed or e-mailed applications will not be considered.
   f) The appointment is subject to a positive outcome obtained from NIA to the following checks (security clearance, credit records, CIPC, Qualification, citizenship and previous experience employment verifications).

2. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (MAL CHC 1/2021)

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

N.B. 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.

ALL APPLICATIONS SHOULD BE FORWARDED TO :
The Chief Executive Officer (Attention : Human Resources)
Mfundo Arnold Lushaba Community Health Centre
Pvt Bag X07
Hibberdene
4220
or

Hand delivered to Mfundo Arnold Lushaba Community Health Centre

(For Attention : Human Resources) **Closing Date : 6TH May 2024**

PLEASE NOTE FAXED / E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

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

Original signed by CEO

CHIEF EXECUTIVE OFFICER

VACANCY

POST	:	**Operational Manager (Speciality) -Primary Health Care**
REFERENCE	:	**MAL CHC 1/2024**
CLINIC	:	**Mgayi Clinic**
INSTITUTION	:	**Mfundo Arnold Lushaba CHC**
DISTRICT	:	**UGU Health District**
SALARY	:	**R 627 474.00 per annum**

Other Benefits

- 13th Cheque
- Medical Aid (Optional)
- GEHS (Employee must meet prescribed requirements)
- 12% Rural Allowance

MINIMUM REQUIREMENTS :

- Senior Certificate / Matric
- Degree/ Diploma in General nursing and Midwifery that allows registration with SANC as a Professional Nurse.
- Proof of current registration with SANC as Professional Nurse (2024 receipt)
- A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care.
- A minimum of 9 years of experience in nursing after registration as professional nurse with SANC in General nursing, at least 5 years of the period referred to above must be experience after obtaining one year post basic qualification in Primary Health Care.
- Proof of current and previous experience endorsed by Human Resources.

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RECOMMENDATIONS :

- A valid Driver's Licence
- Computer skills in basic programmes

KNOWLEDGE SKILLS AND COMPETENCIES :

- Knowledge of SANC Rules and Regulations
- Knowledge of Legislative Framework and Departmental prescripts
- Leadership, organizational, Decision making, problem solving and interpersonal skills
- Basic financial management skills
- Knowledge of Human Resource Management
- Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role.
- Communication skills and decision making skills.
- Leadership and supervisory skills

KEY PERFORMANCE AREAS :

- Assist in planning, organizing and monitoring of objectives of the PHC facility.
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- Ability to plan and organize own work and that of support personnel to ensure proper nursing care.
- Display a concern for patients, promoting and advocating proper treatment and care.
- Monitor Provision of quality comprehensive service delivery at the facility.
- Display awareness and willingness to respond to patient's needs, requirements and expectations including participating actively in Operation Sukuma Sakhe.
- Work as part of the multidisciplinary team to ensure good nursing care.
- Demonstrate effective communication with patients, community and multidisciplinary team.
- Monitor safe patient service and improve client satisfaction in the clinic.
- Participate in the attainment of National Core Standards
- Contribute to the realization of Ideal Clinic (ICRM) status.
- Participate in the analysis and formulation of nursing policies and procedures.
- Provide direct and indirect supervision of all staff within the unit and give guidance.
- Demonstrate an understanding of Human Resource and Financial Management Policies and procedures.
- Monitor and evaluate care and management of all patients through clinical audits.
- Ability to supervise Medical and Surgical emergencies and refer appropriately.
- Monitor implementation of PHC Re-Engineering
- Implement and monitor performance on indicators on weekly, daily and monthly basis; provide feedback and analysis of data to management.
- Exercise control of discipline and any other Labour Related issues in terms of laid down procedures.
- Ensure effective, efficient and economical use of allocated resources.
- Ensure functionality of the clinic committee so that community involvement and participation is achieved.

ENQUIRIES : Mrs TT Shezi **TELEPHONE : 039-9726055**