



VACANCY IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all institutions. Institutions must ensure that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:

(a) Applications for Employment Form (Z83) (Current), which is available from any Government Office OR the website www.kznhealth.gov.za

(b) Curriculum Vitae

(c) Applicants are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview.

(d) Certificates of service when shortlisted

(e) Faxed and emailed applications will not be accepted

2. Reference number must be indicated in the column provided on the form Z83 e.g. ref Man05/2024

3. **It is the short listed candidate's responsibility to have the 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 or before the day of the interview. Failure to comply will result in the application not being considered**

NB: Failure to comply with the above instructions will result in disqualification of the applicant.

4. Please note that due to the large number of applications envisaged to be received, applications will not be acknowledged. If you are not contacted by us after three months after the closing date, please regard your application as being unsuccessful. Every short listed applicant will be advised of the outcome of their application in due course.

5. **Person with disabilities should feel free to apply for this post.**

6. **Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening**

Applications should be sent to: Assistant Director: HRM

Manguzi District Hospital

Private Bag X 301

Kwangwanase, 3973

OR hand delivered to: Manguzi Hospital (HR)

NB: PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S & T CLAIMS.

The department is an equal opportunity, affirmative action and people with disability employer whose aim is to promote representivity in all levels of the occupational classes of the Department"

CLOSING DATE WILL BE THE 26 APRIL 2024

Post : Operational Manager (PHC)
No of Post : TWO (02)
Centre : KwaNdaba Clinic &Zamazama Clinic
Reference No : KwaNdaba- MAN03/2024
: Zamazama - MAN05/2024
Salary : R627 474.00– R703 752.00 per annum
Other benefits : 13th Cheque (Service Bonus) Plus 12 % Rural Allowance Medical aid: Optional
Housing allowance: Employee must meet prescribed requirements

MINIMUM REQUIREMENTS

- Senior Certificate/Grade 12
- Diploma/Degree in General nursing plus one year post basic qualification in Primary Health Care
- Current registration with SANC as a General Nurse and Primary Health Care Nurse
- A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/ recognisable experience after obtaining the one year post basic qualification in primary Health Care
- Proof of previous and current work experience (Certificates of Service) endorsed and Stamped by HR must be attached when shortlisted

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework.
- 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.
- Financial and budgetary knowledge pertaining to the relevant resources under management
- Insight into procedures and policies pertaining nursing care
- Computer skills and basic programmes.

KEY PERFORMANCE AREAS:

- Provision of quality comprehensive community health care
- Provision of administrative services, plan and organise clinics, complete statistics.
- Ensure the ordering and control of stationery, medical class 11 stock consumables
- Ensure ordering and control of medication as necessary, and safe keeping.
- Up to date knowledge of appropriate legislation, regulations and departmental policies.
- Involvement with community meetings and committees
- Financial planning and indirect control of expenditure
- Provision of educational services
- Clinical teaching, training and continuous evaluation of students, teaching patients on an one-to-one basis
- Personnel development i.e assessing in-service training needs planning and implementing of training programme
- Provision of clinical services ensure evaluation and follow up of patients during clinic visits
- Initiate treatment, implementation of programmes and evaluation of patients clinical conditions
- Promoting scientific quality nursing care
- Administrate and control medication
- Individual consultation sessions
- Identify community needs
- Coordinate between hospital and community
- Maintaining professional secrecy and preventing medico legal risks
- Usage of basic medical equipment and safe keeping of equipment
- Assist in regional and departmental projects



Chief Executive Officer
Dr S.B. Vumase