TO HEADS OF ALL INSTITUTIONS
VACANCY CIRCULAR NO. 05/2020

The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the posts 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. Application for employment form (Z83) which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za)
   b. A detailed Curriculum Vitae (CV); and
   c. Recently certified copies of identity/passport documents; all educational qualifications; professional registration certificates and certificates of service from previous employers. NB: It is the applicants' responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA) – and not copies of certified copies.
2. Applicants applying for more than one (1) post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post.
3. The reference number and position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83.
4. All employees in the Public Service that are presently on the same salary level, but on a notch/package above as that of the advertised post are free to apply.
5. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship and previous experience verifications).
6. The successful candidate would be required to sign a performance agreement within (3) months of appointment.
7. Non-South African citizen applicants must have valid work permit and proof must be attached thereof.
8. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful.
9. Persons with disabilities are encouraged to apply for the post.
10. The department reserves the right not to fill the post.
 Failure to comply with the above instructions will disqualify applicants.
   (This department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

NB. Those who applied previously are also encouraged to re-apply. Due to financial constraints S&T Claims will not be considered.

CLOSING DATE FOR APPLICATIONS: 14 APRIL 2020

Kindly return all documentation when replying.
POST: OPERATIONAL MANAGER (GENERAL)
CENTRE: MANGUZI HOSPITAL – MEDICAL AND SURGICAL
REFERENCE NO: MAN05/2020
NO. OF POST: 01
SALARY NOTCH: R44 276 PER ANNUM
OTHER BENEFITS: 13TH CHEQUE, MEDICAL AID (OPTIONAL), 12% ISRDS/RURAL ALLOWANCE, HOME OWNER ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENT)

MINIMUM REQUIREMENTS OF THE POST

- Senior Certificate (Grade 12)
- Diploma/Degree in General Nursing plus Midwifery certificate
- Registration certificate with South African Nursing Council as a general nurse
- Minimum of 7 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC
- SANC Receipt/ or proof of payment for 2020
- Proof of current and previous experience endorsed by Human resource (Certificate of Service) must be attached.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge of nursing care processes and procedures
- Knowledge of SANC Rules and Regulations and other relevant Legal Frameworks
- Knowledge of Quality Assurance programme
- Ability to formulate unit policies.
- Human resource management and basic financial management skills
- Leadership, supervisory and report writing skills
  Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving

KEW PERFORMANCE AREAS/KRA'S

- To provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner.
- Maintain clinical competence by ensuring that scientific principles of nursing care are implemented.
- Execute duties and functions with proficiency, in support of the vision, mission, nursing Objective and strategic objectives of the institution and to perform duties within prescripts of all applicable legislation.
- Maintain discipline and deal with grievances and Labour Relations issues in terms of laid down policies and procedures.
- Ensure on-going education and staff training in TB, HIV HPT and Diabetes, etc.
- Promote implementation of Batho Pele Principles, Patients’ Rights Charter and acceptable professional ethical standards within the applicable legal framework.
- Ensure efficient data flow and information management
- Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, occupational Health and Safety and all other applicable prescripts
- Exercise overall supervision, control and discipline in the unit
- To write EPMDS for the staff
- Ensure good Human resource and Financial Management including assets, stores items and pharmaceuticals
- Ensure clients and staff satisfaction
- Demonstrate knowledge of disciplinary procedures, grievance and conflict management
Enquiries: Z. V. Tembe Tel. No. 035 5920 150 ext. 185
Attention to: Human Resource Manager
Application to be forwarded to: or Hand delivered to Manguzi Hospital (HR)
Manguzi Hospital
Private Bag X301
KwaNgwanase
3973
CLOSING DATE FOR APPLICATIONS: 14 APRIL 2020

Chief Executive Officer
Dr S.B. Vumase