



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Physical Address : 100 Phoenix Highway, Phoenix, 4068

DIRECTORATE: RECRUITMENT & SELECTION

MAHATMA GANDHI MEMORIAL HOSPITAL

Reference No. : MGMH 03/2024

Date : 19 March 2024

**TO: HEADS OF ALL DEPARTMENTS IN THE KWAZULU- NATAL PROVINCIAL ADMINISTRATION
VACANCIES 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. It must be ensured 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) Application for Employment Form (Form Z83), obtainable from any Public Service Department or from the website – www.kznhealth.gov.za.
- (b) Comprehensive Curriculum Vitae (**With detailed experience**)
- (c) Copies of Qualifications, Registration Certificate and driver's license **Must Not** be submitted when applying for employment.

2. The Reference Number must be indicated in the column provided on the form Z83, e.g. MGMH 02/2022.

3. Persons with disabilities should feel free to apply for the post

NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will **NOT** be accepted.

The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).

4. Due to the large number of applications we envisage to receive, applicants will not be acknowledged, only shortlisted candidates will be contacted. If you have not been contacted within 01 month after the closing date, please accept that your application was unsuccessful.

5. **NB: Due to financial constraints, NO S & T claims will be considered for the payment to the candidates that are invited for interview.**

(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).

CLOSING DATE FOR APPLICATIONS IS 19 April 2024.

All applications should be forwarded to: **The Chief Executive Officer, Mahatma Gandhi Memorial Hospital, Private Bag X 13, Mount Edgecombe, 4300, for attention: Mr Sakhile Gwala.**

**CHIEF EXECUTIVE OFFICER
MAHATMA GANDHI MEMORIAL HOSPITAL**

GROWING KWAZULU NATAL TOGETHER

POST : **OPERATIONAL MANAGER, GENERAL NURSING STREAM (NIGHT DUTY)**
NO OF POST : **ONE (01)**
COMPONENT : **NURSING**
REFERENCE : **MGMH 03/2024**
SALARY SCALE : **R 497 193.00 PER ANNUM**
OTHER BENEFITS : **13th cheque and medical Aid (Optional). Housing Allowance (Employee to meet the prescribed requirements)**

MINIMUM APPOINTMENT REQUIREMENTS

- Senior Certificate/Grade 12).
- Degree/Diploma in General nursing science.
- Registration with the South African Nursing Council (SANC) as a General Nurse and Midwife.
- A minimum of 7 years of appropriate recognizable nursing experience after registration as 'Professional Nurse' with the South African Nursing Council (SANC) in General nursing.
- Diploma/ Degree in nursing management.
- Proof of current registration with the SANC (2024 receipt).
- Certificate of service endorsed by HR.

RECOMMENDATION

- At least 3 years of experience in a supervisor's capacity will be an advantage.
- Basic Computer literacy.

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of Public Service Policies, Acts and Regulations.
- Knowledge of SANC Rules and Regulations.
- Sound knowledge of scope of practice.
- Good communication, leadership, interpersonal and problem solving skills
- Knowledge of Code of Conduct and Labour Relations.
- Ability to function well within a team.
- Conflict management and negotiation skills.
- Decision making and problem solving skills.
- Ability to write good report.
- Skills in organizing, planning and supervising.
- Knowledge of Batho Pele Principles and Patients' Rights Charter.

KEY PERFORMANCE AREAS

- Ability to provide professional leadership in night duty supervisory services
- Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof.
- To develop and ensure implementation of Nursing Care Plans.
- To participate in Quality Improvement Programs and Clinical Audits.
- Identify, develop and control Risk Management systems within the unit.
- Uphold the Batho Pele and Patients' Rights Charter principles.
- Provide a safe, therapeutic environment as laid down by the Nursing Act.
- Occupational Health and Safety and all other applicable prescripts.
- Participate in staff, student and patient teaching.

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- KINDLY RETURN **ALL DOCUMENTATION** WHEN REPLYING

- Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures.
- Manage and supervise effective utilization of all resources eg. Human, financial, material etc.
- Implementation and management of Infection Prevention and Control protocols.
- Maintain accurate and complete patient records.
- Display a concern for patients ,promoting, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele.
- Participate in performance reviews i.e. EPMDS.
- Participate and ensure implementation of National Core Standards, Ideal Hospital Realization Framework, National Health Priorities, Quality Improvement initiatives including national priority program plans.

NB: MALES ARE ENCOURAGED TO APPLY

ENQUIRES : MR G.T.D. MTHETHWA

TELEPHONE : 031 502 1719