TO HEADS OF ALL INSTITUTIONS

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.
   d. Faxed or emailed applications will not be accepted.

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.)

CLOSING DATE FOR APPLICATIONS: 03 April 2020

Signed copy available on request.

Mrs B.R. Msomi
Chief Executive Officer

Fighting Disease, Fighting Poverty, Giving Hope
POST: ASSISTANT MANAGER NURSING (M& E) (Re-advertisement)

COMPONENT: The Successful Candidate Will Report Directly To The Office Of The CEO

EQUITY TARGET: African Male

REFERENCE: MONT 02/2020

NO. OF POSTS: 1

SALARY NOTCH: R 562 800 per annum

Other benefits: 13TH Cheque
Housing allowance (Employee must meet prescribed requirements.),
8% Rural Allowance.
Medical Aid (Optional)

MINIMUM REQUIREMENTS
- Senior Certificate or Equivalent qualification
- Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse.
- Registration with SANC as General Nurse.
- A minimum of 08 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing.
- At least 03 years of the period referred to above must be appropriate/ recognizable experience at management level.
- Current annual practicing certificate (2020 Receipt)
- Proof of current and previous experience endorsed by the Human Resource Department must be attached.

RECOMMENDATIONS
- Valid Code 8 Drivers License.
- Planning, Monitoring and Evaluation experience in and Health Care environment.
- Computer Software Applications: MS Office.

KNOWLEDGE AND SKILLS TRAINING & COMPETENCIES
- Knowledge of legislative, policy and Monitoring & Evaluation Framework informing health service delivery.
- Knowledge of hospital quality assurance and infection prevention control practices.
- Knowledge of hospital functions and operations.
- Understand HR policies and practices and staff relations.
- Ability to critically analyze complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports.
- Strong leadership, Planning and organizational skills, Advanced Project Management Skills, Financial Management skills, Decision making skills.
- Ability to work independently and under pressure, Problem solving, High level of communication skills, Computer skills, HR Management skills, Analytical skills and the ability to capture concise reports, Advanced facilitation skills

KEY PERFORMANCE AREAS
- Administer and evidence results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution.
- Analyze data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed Performance and other reports.
- Ensure that Institutional Plans are in place and aligned with the District Health Plan.

* KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING *
• Ensure planning, M&E support to all departments in the institution.
• Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff.
• Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws.
• Relieving in the matrons office that will include working one of the weekends in the matrons office.

ENQUIRIES: Mrs B.R. Msomi
CONTACT NO.: 033 506 7000

APPLICATIONS TO BE FORWARDED TO:
The Acting Chief Executive Officer
Montebello Hospital
Private Bag X 506
DALTON
3236

For attention: Human Resource Manager