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HUMAN RESOURCE MANAGEMENT SERVICES

Date: 20/05/2022

TO: HEADS OF INSTITUTIONS

**RE: VACANCIE(S) IN THE DEPARTMENT OF HEALTH: MOSVOLD DISTRICT HOSPITAL (PHC SUPERVISION)
OPERATIONAL MANAGER NURSING CLOSING DATE 2022/05/20**

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 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 (form Z83); which is obtainable at any Government Department OR from the website -www.kznhealth.gov.za.
 - b) A detailed 'Curriculum Vitae'
 - c) Recently certified copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s (* Note it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) – and not copies of certified copies.
- 2) 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 Z 83. (***new Z83 application form must be used***)
- 3) All employees in the Public Service that are presently on the same salary level and rank, but on a notch/ package above as that of the advertised post are free to apply.
- 4) The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications).
- 5) The successful candidate would be required to sign a performance agreement within three months of appointment.
- 6) Applicants are requested not to forward applications via emails, fax and registered mail, please.
- 7) Please note that due to the 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, consider your application as unsuccessful, please.
- 8) Persons with disabilities should feel free to apply for the post. The Department reserves the right not to fill the post/s.

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.)

Signed copy available

**DR B MUNG`OMBA
CHIEF EXECUTIVE OFFICER**

POST:**OPERATIONAL MANAGER NURSING –PHC SUPERVISION**

INSTITUTION	REFERENCE NO	UNIT/ CENTRE	NO OF POST(S)
Mosvold District Hospital	MOS/Ndum /2022	PHC SERVICES	01

SALARY NOTCH: 571242.00 – 642933.00**BENEFITS:**

- Home Owner Allowance (conditions apply)
- 13th Cheque (conditions apply)
- Medical Aid (Optional)
- Inhospitable Area Allowance (12% of basic salary)

MINIMUM REQUIREMENTS:

- ***Degree or Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council(SANC) as a “Professional Nurse”***
- A post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC.
- Certificates of registration with SANC as a Professional Nurse and post basic qualification.
- Proof of current registration with SANC (2022).
- **Experience:** A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing.
- At least five (5) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one 1 year post basic qualification in Primary Health Care.

RECOMMENDATION:

- ***Proof of Computer literacy (MS Office suite) and Valid Driver`s License.***

Please provide all your certificate of service from previous and current employer endorsed and stamped by HR Department

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:

- Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services
- Knowledge of nursing care processes and procedures
- Appropriate understanding of Scope of Practice and nursing standards
- Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patient Rights Charter, Batho Pele Principles,
- Sound knowledge of Labour Relations Act
- Leadership, supervisory, organizing, decision making, problem solving abilities skills
- Coordination and Report writing skills
- Time and Conflict management skills
- Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player.
- Good communication and interpersonal skills and ability to function well within a team
- Demonstrate a basic understanding of HR and Financial Policies and practices.
- Demonstrate basic computer literacy as a support tool to enhance service delivery.



POST: OPERATIONAL MANAGER NURSING –PHC SUPERVISION

KEY PERFORMANCE AREAS

- Manage, facilitate and co-ordinate provision of comprehensive package of service at PHC level, specialised nursing care, including priority programs and Quality Improvement Programs, in conjunction within a professional and legal framework.
- Assist and facilitate development Operational Plan, monitor the implementation and submit progress reports;
- Participate in clinical audits in the PHC under the establishment of Mosvold District Hospital and ensure implementation of the quality improvement plans supported by strong work ethics
- Manage assets, consumables, and service effectively,
- Manage and support education, in-service training, and orientation and practice development initiatives in the area, maintain professional growth and ethical standards and participation in training and research.
- Deal with disciplinary and grievance matters including monitoring and managing absenteeism.
- Ensure Batho Pele principles, National Core Standards and ideal clinic priorities are implemented
- Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by Nursing act, Occupational and safety act.
- Ensure completion of accident/incident reports as they occur and timeous reporting
- Co-ordinate special projects and health promotion in line with the program goals of health calendar.
- Compile Monthly, Quarterly statistics and other reports,
- Maintain constructive working relationships with all stake holders i.e. inter-professional, the multi-disciplinary team
- Maintain intersect oral collaboration with other Government structures and provide support to Sukuma Sakhe Activities
- Advocate and promote nursing ethos and professionalism in the clinic.
- Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and work as part of a multi- disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.
- Provide continuous support to all Operational Managers in all clinics linked under Mosvold Hospital Establishment including mobile clinics.
- To ensure that quality data is produced, verified and submitted timeously.
- Being part of the information meetings, must be able to analyse data, interpret and develop quality improvement plans.
- Ensure proper utilisation of staff and managing performance through EPMDS

DUE TO FINANCIAL CONSTRAINTS CURRENTLY EXPERIENCE BY THE DEPARTMENT, PLEASE NOTE THAT NO S AND T WILL BE PAID TO CANDIDATES WHEN ATTENDING THE INTERVIEWS

ENQUIRIES: MRS TJ DLAMINI

TEL: 035 591 0122 EXT 101

CLOSING DATE: 03 June 2022

All applications to be forwarded to:

The Acting Assistant Director: HRM
Mosvold District Hospital;
Private Bag X 2211; INGWAVUMA, 3968

Attention: MR BN NYAWO