



Ref:HRM4/1
Enquiries:Mrs SH Vilane
Date: 2024.01.12

TO: ALL HEADS OF ALL INSTITUTIONS
VACANCIES IN THE DEPARTMENT OF HEALTH: MOSVOLD DISTRICT HOSPITAL:CIRCULAR
MINUTE NO :MOS 01/2024

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:-

- The most recent Z83 application form (New Z83 Form) for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be fully completed signed and dated, failure to do may result in disqualification.
- Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV).
- **Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only**
- The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/23.
- 2. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful.
- 3. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their Applications.
- 4. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply.
- 5. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.
- 6. 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
- 7. **Failure to comply with the above instructions will results to your application being disqualified.**

Due to financial constraints S&T Claims will not be considered.

CLOSING DATE FOR APPLICATIONS IS: 09 FEBRUARY 2024

Applications should be forwarded to: The Assistant Director:HRM OR Hand delivered to:Mosvold District Hospital or emailed to slindokuhle.sithole@kznhealth.gov.za
Admin Block – Registry Department
Private Bag x 2211
Ingwavuma, 3968.

Original signed by C.E.O

DR. B MUNG'OMBA
CHIEF EXECUTIVE OFFICER
MOSVOLD HOSPITAL

**POST: OPERATIONAL MANAGER (GENERAL: NIGHT DUTY SERVICES)**

INSTITUTION	REFERENCE NO	COMPONENT	NO OF POSTS
MOSVOLD DISTRICT HOSPITAL	MOSV01/2024	NURSING SERVICES	01

SALARY SCALE:
R497 193.00 - R559 686.00 Per annum

OTHER BENEFITS

- Home owners Allowance
- 13th Cheque
- Medical Aid (Optional)
- ISRD NODE (12%)

MINIMUM REQUIREMENTS FOR THE POST

- Grade 12/Standard 10 (Senior Certificate).
- Basic R425 qualification Degree/ Diploma: General Nursing or Equivalent qualification that allows registration with SANC as a General Nurse and Midwife
- A minimum of Seven (7) years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing.
- Proof of Current registration with SANC (License to practice-SANC Receipt 2024).
- Proof of current and previous work experience (Certificate of service) endorsed and stamped by Human Resource Official will be required only when shortlisted.

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of Public Service Policies, Acts and Regulations.
- Knowledge of South African Nursing Council (SANC) rules and regulations.
- Sound Knowledge of scope of practice
- Good communication, leadership, interpersonal and problem solving skills.
- Decision making and problem solving skills.
- Conflict management and negotiating skills.
- Knowledge of code of conduct and labour relations.
- Ability to function well within a team
- Skills in organizing, planning and supervising
- Knowledge of Batho Pele Principles and Patients Right Charter

KEY PERFORMANCE AREAS:

- Ensure adequate supervision of staff and provision of quality patient care in efficient and cost effective manner.
- Facilitate and strengthen implementation of health care service delivery policies procedures.
- Prioritize Ideal hospital and maintenance realization, Batho Pele Principles, Quality improvement initiatives including national priority program plans of NCS & National Health.
- Manage and monitor proper utilization of Human and financial resources



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- Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
- Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.
- Coordinate and monitor the implementation of Nursing plan and evaluation.
- Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary team work).
- Co-ordinate the supervision of midnight statistics from the wards to the Head Office.
- Maintain a positive and caring attitude and facilitate constructive relationship with others as per code of conduct.
- To relieve in day duty services in cases of shortage as requested by Deputy Manager Nursing or Assistant manager nursing.

NB: The employment equity target for this post is an African male.

ENQUIRIES : Mr. MK Khanyile

Contact Number : 035 591 0122

**APPLICATIONS : Should be forwarded to : The Assistant Director: HRM, Mosvold Hospital
Private Bag X2211
Ingwavuma
3968**

Attention : Mrs SH Vilane

Applications may be emailed to slindokuhle.sithole@kznhealth.gov.za

CLOSING DATE : 09 February 2024

Original signed by C.E.O

**DR. B MUNG'OMBA
CHIEF EXECUTIVE OFFICER
MOSVOLD HOSPITAL**



Postal Address: Private Bag X2211, Ingwavuma, 3968
Physical Address: Ingwavuma Main Road, 3968
Tel: 035 591 0122 Fax: 035 591 0122 Email: Slindokuhle.sithole@kznhealth.gov.za
www.kznhealth.gov.za

POST: CLINICAL PROGRAMME COORDINATOR (IPC)

INSTITUTION	REFERENCE NO	COMPONENT	NO OF POSTS
MOSVOLD HOSPITAL	MOSV 02/2024	NURSING:MONITORING & EVALUATION	01

SALARY SCALE: R497 193.00 - R559 686.00 Per annum**OTHER BENEFITS**

- 13th Cheque
- Medical Aid (Optional) & Housing Allowance (Employee must meet prescribed requirement).
- Rural Allowance 12%.

REQUIREMENTS:

- Grade 12/ Standard 10 (Senior Certificate).
- Basic R425 qualification Degree/ Diploma: General Nursing or Equivalent qualification that allows registration with SANC as a General Nurse and Midwife
- Proof of current registration with South African Nursing Council (2024 Receipt)
- A minimum 7 years' experience appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
- Valid Drivers' License- please note it is imperative that the successful candidate has a valid driver's license as he/ she will be traveling regularly to Clinics and District Office.
- Proof of current and previous work experience (Certificate of service) endorsed and stamped by Human Resource Official will be required only when shortlisted.

RECOMMENDATIONS:

- Certificate in infection Prevention & control.
- Computer literacy

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Knowledge of Nursing Care Processes and Procedures, Nursing Statutes and other Relevant Legal Frameworks i.e. Nursing Act, Infection Prevention & control, Occupational Health & Safety Act.
- Patients Right Charter, Batho Pele Principles, Public Services regulations, Labour Relations, Human Resource and Grievance Procedures etc.
- Work effectively and amicably at supervisory level, demonstrating leadership, organizational decision making and problem solving abilities.
- Demonstrate good report writing and presentation skills as a communication strategy to enhance service delivery.
- Financial and budget knowledge pertaining to the relevant resources under management.
- Knowledge about Norms and Standards/Ideal hospital/Ideal clinic related to Infection Prevention & Control.

KEY PERFORMANCE AREAS:

- Ensure that the development, implementation and review of infection Prevention & Control guidelines, protocols, norms, and standards are in line with current standards of practice regulations and the objectives of service.
- Provide professional and technical support for the provision of quality patient care through proper management of relevant Programmes e.g. Regular audits, accurate record keeping, identify



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health indicators and risk factors, in-service training/ health education for all staff and clinics on infection Control and Prevention.

- Surveillance of health care associated infections, anti-microbial resistance and notifiable conditions.
- Establish, maintain, and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care e.g. attend meetings, participate with the members of the health team in decision making pertaining to health care delivery, consult/ liaise with organizations and special interest group.
- Coordinates functions and activities of the infection prevention & control.
- To ensure a high standard of infection prevention & control by monitoring infection risks to patients, visitors and Health Care Workers.
- Ensure a high standard of thoroughness and accuracy in minimizing further transmission of communicable diseases.
- Promote intersectional liaison.
- Inculcates in every employee, patient and their families the knowledge, interests and alertness to principles.

NB: The employment equity target for this post is an African male.

ENQUIRIES : Mrs G Mdluli

Contact Number : 035 591 0122

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Private Bag X2211
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