



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

ILEMBE HEALTH DISTRICT OFFICE

Human Resource Department

1 King Shaka Street, King Shaka Centre 2nd & 3rd Floors

Tel: 032 437 3500 Fax: 032 552 1878

email: jabu.mhlongo@kznhealth.gov.za

ENQUIRIES: MR AP KAKHANI
TELEPHONE: 032 - 5513686

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 Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za.

(b) Recent certified copies of identity document, driver's license, highest educational qualifications and professional registration certificates not older than 6 months— not copies of certified copies.

(c) Updated comprehensive Curriculum Vitae

(d) Applications must be submitted **on or before the closing date**.

NB: The abovementioned documents need not be certified when applying for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview

2. The Reference Number must be indicated in the column provided on the form Z.83 e.g. MPU/012021

NB: (a) Failure to comply with the above instructions, faxed and e-mailed application will disqualify the applicants. Faxed and e-mailed applications will **NOT** be accepted.

(b) 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).

3. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor.

4. Persons with disabilities should feel free to apply for any of the advertised posts.

5. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

6. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)



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7. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

Closing date for the Applications:

24 DECEMBER 2021

PLEASE FORWARD APPLICATIONS TO:

ATT: HUMAN RESOURCE DEPARTMENT

The District Director
ILEMBE Health District Office
Private Bag x10620
KwaDukuza
4450

**DISTRICT DIRECTOR
ILEMBE HEALTH DISTRICT**

DATE

POST : **OPERATIONAL MANAGER NURSING (PHC)**

CENTRE : **ILEMBE HEALTH DISTRICT OFFICE**

COMPONENT : **MPUMELELO CLINIC**

NUMBER OF POSTS : **01**

REFERENCE NO : **MPU 01/2021**

BENEFITS : 13th Cheque, home owner's allowance, and Medical aid optional
[Employee must meet prescribed conditions]

REMUNERATION : Notch R 562 800.00 pa **Plus 8%** rural allowance

MINIMUM REQUIREMENTS GR 1:

- Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate)
- Degree / Diploma in General Nursing and midwifery **Plus** (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) **plus**,
- Current registration with SANC as General Nurse and midwifery and Primary Health Care **plus**,
- A minimum of **9 years** appropriate/ recognizable nursing experience after registration as General Nurse of which **5 years** must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care.

Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached

RECOMMENDATION

- Valid Code EB Driver's license (Code8)

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Good report writing and time management skills.
- Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery.
- Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees.
- Good communication, interpersonal relations, counseling, conflict management skills and decision making.
- Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc.
- Leadership, organizational, decision making and problem solving, conflict handling and counseling.
- Co-ordination and planning skills
- Ability to assist in formulation of patient care related policies.

KEY PERFORMANCE AREAS

- Implementation of Quality Improvement Plan.
- Conduct patient satisfaction survey and waiting times for the clinics.
- Ensure adequate control, management and allocation of Human and material resources
- Facilitate that the clinic has functional clinic committee and ensures community participation.
- Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget.
- Supervise and monitor staff performance according to EPMDS.
- Deal with disciplinary and grievance matters including monitoring and managing absenteeism.
- Facilitate provision of clinical services, educational services and be involved in medical research.
- Evaluate and monitor compliance with clinical protocols norms and standards within the clinic.
- Analyze and interpret statistic including PHC Programme indicators.
- Participate in Operation Sukuma Sakhe Programme.
- Facilitate the realization and maintenance of Ideal Clinic Programme and Core standards in the facility.
- Coordinate and manage the provision of the services to manage COVID19 pandemic.
- Support PHC re-engineering by ensuring that outreach teams are functional.

**ENQUIRIES: Mr. AP MAKHANI [OPERATIONAL MANAGER NURSING:
PHC SUPERVISOR]**

CONTACT NO : 032 - 5513686

CLOSING DATE : 24 DECEMBER 2021

ALL APPLICATIONS SHOULD BE FORWARDED TO: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620 KwaDukuza 4450 **OR** Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, KwaDukuza 4450