TO: ALL HEADS OF DEPARTMENT IN THE KZN PROVINCIAL ADMINISTRATION  

VACANCIES IN THE DEPARTMENT OF HEALTH  

CIRCULAR MINUTE NO: MS/11/2020  

The content of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in Regional/District offices. Institutions must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal working places.  

DIRECTIONS TO THE CANDIDATES  

1. The following documents must be submitted:-  
   a) Application for Employment Form (Z.83), which is obtained from any Government Department OR from website – www.kznhealth.gov.za  
   b) Certified copy of matric certificate (grade 12) – not copies of certified copies.  
   c) Curriculum Vitae  
   d) ID copy  
   e) Certified copies of Registration Certificates  

2. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number MS/07/2020.  

3. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the Department.  

4. People with disability must feel free to apply.  

5. Due to financial constraints, No S&T will be compensated to short listed candidates.  

NB: Failure to comply with above instruction will disqualify applicants  

6. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications)  

7. Please note that due to large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course.  

Closing date: 2020.07.16  

Applications to be directed to: The Assistant Director: HRM  
Mseleni Hospital  
P.O Sibhayi  
3967
RE-ADVERTISEMENT

Post                          :      Assistant Manager Nursing (General Wards)
Reference No.          :      MS/11/2020
No. of posts              :      01
Institution                  :      Mseleni Hospital
Remuneration           :      R562 800.00 per annum
Benefits                    :       13th cheque, Medical Aid (Optional) Home Owner Allowance (Employee Must meet prescribed requirements) Plus 12% Rural Allowance.

MINIMUM REQUIREMENTS

- Matric certificate/Grade 12
- Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwifery
- Minimum of eight (08) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery.
- At least three (3) years of the period referred above must be appropriate/recognizable experience at management level.

Certificate of service endorsed and stamped by Human Resource Component must be attached

RECOMMENDATION

- Qualification in Nursing Administration.
- A valid driver’s license.
- Computer literacy.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge of South African Nursing Council (SANC) rules and regulations
- Decision making and problem solving skills
- Conflict Management and negotiation skills
- Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
- Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team.
- Leadership, organizational, decision making and problem solving skills
- Report writing skills, and time management skills, Good communication, interpersonal relations, counseling and conflict management skills.
- Ability to formulate patient care related policies
- Knowledge of Public Service Policies, Acts and Regulation
Knowledge on HIV/AIDS plus TB programmes.

KEY PERFORMANCE AREAS

- Ensure co-ordination of various clinical and support services that so that functions are performed within a multi-disciplinary approach to allow for total patient care.
- Contribute to the development of clinical management guidelines and protocols for management of patients and ensure acceptable level of care within available resources.
- Formulate and monitor operational plan which is online with the strategic plan of the hospital and department.
- Assist in the implementation of priority programmes e.g National Core Standards.
- Monitor and maintain standards set by accreditation bodies.
- Formulate programmes and projects and ensure implementation thereof.
- Executes duties and functions with proficiency within the prescripts of all applicable legislation and support the aims and objectives of the institution.
- Monitor and maintain standards set by the accreditation bodies.
- Evaluate patients care programmes from time to time and make proposals for improvement that is supported by strong work ethics.
- Ensure effective and efficient utilization of all resources allocated to in the unit.
- Ensure implementation and maintenance of clinical competencies and to ensure that scientific principles of nursing processes are maintained.
- Provide expect advices concerning clinical management of patients.

ENQUIRIES : Mrs. T.R Sibisi

TEL: 035 574 1004

CLOSING DATE: 2020.07.16

Applications should be forwarded to: The Human Resource Manager
Mseleni Hospital
P.O Sibhayi
3967

Original signed by CEO

MRS. T.R. SIBISI
ACTING HOSPITAL CEO
MSELENI HOSPITAL