TO: ALL HEADS OF DEPARTMENT IN THE KZN PROVINTIAL ADMINISTRATION
VACANCIES IN THE DEPARTMENT OF HEALTH: MSELENI HOSPITAL
CIRCULAR MINUTE NO: MS/13/2020

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 (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za.
(b) Certified copies of highest educational qualifications - not copies of certified copies.
(c) Curriculum vitae
(d) Certified copy of Identity Document
(e) Certified copies of Registration certificates.

2. Reference number must be indicated in the column provided on the form Z83

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

4. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within two (2) weeks after the closing date, please accept that your application was unsuccessful.

5. People with disability must feel free to apply.

NB: Failure to comply with the above instructions will disqualify applicants.

7. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates.

8. The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications).

CLOSING DATE: 2020.07.31

Original signed by Acting CEO

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MRS. T.R SIBISI
ACTING HOSPITAL CEO
ADVERTISEMENT OF POST

Job Title : Assistant Manager Nursing (Primary Health Care)
Salary notch : R 614 991.00 per annum
Number of Post : 01
Institution : Mseleni Hospital (All PHC Facilities)
Reference no. : MS/13/2020
Other benefits : 13\textsuperscript{th} cheque, Medical Aid (Optional) Home Owner Allowance (Employee must meet prescribed requirements)
Plus 12\% Rural Allowance.

MINIMUM REQUIREMENTS

- Degree/Diploma in General Nursing and Midwifery plus one year (1) Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care
- Registration with SANC as a Professional Nurse and Midwife
- A minimum of ten (10) years appropriate/recognizable experience after registration as a Professional Nurse and Midwife, with the SANC
- Six (06) years of the period referred to above, must be appropriate/recognizable experience after obtaining a one (01) year Post Basic qualification in Primary Health Care.
- At least three (03) years of the period referred to above must be appropriate/recognizable experience at management level.

\textit{NB: Certificate of service endorsed and stamped by Human Resource Component must be attached}

RECOMMENDATION

- Valid code B driver’s license
- Computer literacy

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- In depth knowledge of nursing legislation and related legal and ethical practices.
- In depth knowledge of Primary Health Care protocols and guidelines.
- Basic understanding and knowledge of HR and financial policies,
- Good report writing and facilitation skills.
- Good communication skills both verbal and written.
- Conflict management skills.
- Good interpersonal and team building skills.
KEY PERFORMANCE AREAS

- Improve maternal and child health according to the millennium development goals.
- Initiate EPI and Immunization programs to reduce child mortality.
- Enhance the saving mothers programme.
- Manage the provision of high quality nursing services in the department.
- Ensure the development and implementation of clinical policies, procedures and guidelines for PHC and other related programs/projects.
- Maintain clinical/good governance, through quality service, innovation and nursing care by upholding relevant principles.
- Ensure staff development and performance by implementing EPMDS and other related Human Resource policies.
- Ensure effective utilization of all resources in the department.
- Ensure implementation of appropriate Infection Control measures within the department.
- Assist in the implementation of National core standards.
- Ensure implementation, monitoring and evaluation of all programs.

ENQUIRIES       Ms T.R Sibisi             TEL: 035 574 1004

CLOSING DATE: 2020.07.31

Applications should be forwarded to: The Assistant Director: HRM
Mseleni Hospital
P.O Sibhayi
3967

Original signed by Acting CEO

MRS. TR SIBISI
ACTING HOSPITAL CEO
MSELENI HOSPITAL