VACANCIES IN THE DEPARTMENT OF HEALTH

TO HEADS OF ALL INSTITUTIONS
The contents 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 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 from any Government Department OR from the website – www.kznhealth.gov.za
   (b) Certified copies of matric certificate, highest educational qualifications and professional registration certificates – not copies of certified copies.
   (C) Curriculum Vitae and Certified ID copy
   (E) Certified copy of Drivers Licence (Code EB)
2. The Reference number must be indicated in the column provided on the form Z83 eg. Reference number NDH 01/2019

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

3. This department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational classes of the department.

4. Please note that due to large number of applications received, communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African male.

5. The appointment is subject to positive outcome obtained from the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications)

6. Non- South African citizen applicants must provide valid work permits.

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

APPLICATIONS MUST BE FORWARDED TO:
Human Resources Department
Northdale Hospital
Private Bag X 9006
Pietermaritzburg
3200

CLOSING DATE : 04/05/2020

ORIGINAL SIGNED BY CEO

Mrs. K MAKHATHINI
ACTING CHIEF EXECUTIVE OFFICER
POST: CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL PRACTITIONER)
CENTRE: NORTHDALE HOSPITAL
REF NO: NDH 06/2020
RENUMERATION: GRADE 1: R444 276.00.

OTHER BENEFITS:
- 13th cheque
- Medical Aid: optional
- Housing Allowance: *(employee must meet prescribed requirements)*

MINIMUM REQUIREMENTS:
- Grade 12/ matric or equivalent certificate
- Diploma/ degree in general nursing and midwifery
- A Minimum of 7 years appropriate /recognisable experience in Nursing after registration as a professional nurse with the SANC in general Nursing
- Proof current registration with SANC as professional nurse for the year 2020
- NB : Certificate of Service endorses by HR must be attached and it is compulsory

RECOMMENDATIONS
- Diploma in Infection Control
- A valid driver’s license
- Computer literacy
- Experience in Infection Prevention and Control Programme

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:
The incumbent of this post will report to the Monitoring and Evaluation Manager:
- Good Management and analytical skills
- Good communication leadership and interpersonal skills
- Ability to work in a team
- Knowledge of all relevant prescripts, i.e Provincial Health Act 2000, The Nursing Act, Occupational Health and Safety Act

KEY PERFORMANCE AREAS:
The incumbent will be responsible for both the hospital and the clinics that fall under the hospital.

He/she will
- Develop and ensure implementation of infection control plan for the institution and it’s clinics.
- Provide support to the hospital and it’s clinic management teams to ensure that a high standard of infection control is maintained.
- Advise the hospital and it’s clinic’s management of all identified infection control risks and recommendation there protocols and these are implemented.
- Ensure that all departments with the hospital and clinics are provided with infection control guidelines and protocols and that these are implemented.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
Assist the hospital manager and the PHCC with the coordination and management of infection control committee meetings.
Provide management, the hospital supervisors and clinic supervisors with current infection prevention and control practices.
Provide effective and efficient control services in the institution as well as in the clinics that fall under it.
Ensure that the written standard operating procedures for infection control services are reviewed and implemented.
Plan the budget for the infection control department and exercise control over utilization of such a budget for both the hospital and its clinics.
Review of outbreak of infections and advice on how outbreaks can be managed and prevented.
Ensure that disease surveillance is done in the sub district.
Report on the incidence and prevalence of alert organisms and communicable diseases to the district CDC coordinator.
Conduct audit in all the wards and clinics.
Facilitate the notifications of diseases using the current methods.
Compile monthly reports and submit to the management and the district.
Develop and conduct orientation programme on infection prevention and control with the hospital as well as in the clinics.
facilitate and oversee the development of operational/business plan for the hospital and its clinics to give strategic guidelines.

Closing date: 2020/05/04

ENQUIRIES: Mrs K Makhathini