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

uMnyango Wezempilo . Departement van Gesondheid

Fighting Disease, Fighting Poverty, Giving Hope
POST: CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE)
CENTRE: NORTHALE HOSPITAL
REF NO: NDH 07/2020
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 that allows registration with the SANC as a professional Nurse
- 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
- A valid driver’s license
- Computer literacy
- Experience in Quality Assurance Management Programme

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:
The incumbent of this post will report to the Chief Executive Officer:
- Demonstrate an in depth understanding of nursing legislations related to and ethical nursing practice and how this impact to service delivery.
- Ensure clinical practices in accordance with the scope of practices.
- Promote quality of care as directed by professional scope of practices and standard as determined by the relevant health facility.
- Demonstrate a basis understanding of HR and financial policies and practices.
- Strong interpersonal communications and presentation skills
- Knowledge of Total Quality Management (TQM)
- Knowledge of Norms and standards and provincial initiatives (Human Rights, Batho Pele, and Patient’ Rights Charter)
- Knowledge of guidelines and polices

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

He/she will
- Work as part of a multidisciplinary team to ensure good quality of care across all disciplines both with the hospital and it’s clinics.
Perform quality improvement audits and surveys for the hospital and the clinics and report to Senior Management and multidisciplinary health teams

Monitor and evaluate delivery of quality care at the entire institution and its clinics.

Ensure implementation of standards and norms and provincial initiatives

Co-ordinate quality improvement initiatives within the institution and the clinics that fall under it

Monitor and evaluate compliance to the national and provincial quality programmes.

Provide advice on various aspects of quality care to the institution and its clinics.

Provide monthly reports to the hospital and clinics supervisors and senior management about progress of service delivery.

Monitor clinical and non-clinical areas in regular basis to ensure compliance to processes

Ensure that all the hospital departments and clinic staff are provided training to all quality services

Ensure proper reporting and recording to Web system

Represent the institution and its clinics in District and provincial QAM Forums

Closing date: 2020/05/04

ENQUIRIES: Mrs K Makhathini