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 : 2020/07/24

Original signed by ceo

Mrs. K MAKHATHINI
ACTING CHIEF EXECUTIVE OFFICER
ADVERTISEMENT OF POST

POST: OPERATIONAL MANAGER NURSING (GENERAL STREAM: HAST UNIT)
CENTRE: Northdale Hospital
REF NO: NDH 09/2020
RENUMERATION: R 444 276.00 per P/A
OTHER BENEFITS: 13th Cheque
Medical Aid (Optional)
Housing allowance (employee must meet prescribed requirements)

REQUIREMENTS FOR THE POST:
- Grade 12 certificate
- Degree/ Diploma in General Nursing Science and Midwifery
- Registration with SANC as a General Nurse and Midwifery
- A minimum of 7 years appropriate/ recognizable experience in Nursing after registration as a
- Professional Nurse
- Current registration with SANC as a General Nurse and Midwifery (2020 receipt)
- NIMART Certification
- Driver’s license
- Certificate of Service signed by Human Resource Manager.

RECOMMENDATIONS

Computer Skills: Power point, Outlook Skills,
Familiarity with Tier.net

KNOWLEDGE, SKILLS AND COMPETENCIES:
- Leadership, organizational, decision and problem solving skills.
- Knowledge of legal framework and prescript with the Department of Health
- Knowledge of SANC rules and regulations
- Knowledge of Code of Conduct and Labour Relations
- Conflict management and negotiation skills
- Decision making and problem solving
- Skills in organizing, planning and supervising
- Knowledge of Batho Pele Principle and Patient’s Right charter
- Basic understanding of human resource and finance policies
- Good communication and leadership skills

KEY PERFORMANCE AREAS:
- Co-ordinate HIV/Aids counselling and testing Anti-Retroviral Treatment (ARV), sexually transmitted
Infections (STI), TB and HIV integration programmes in the facility.
- Develop and implement HIV and Aids business plan
- Develop and implement quality assurance programmes for HAST to ensure compliance with National
Core Standards.
- Promote good working culture within the facility through integration of health programmes
- Participate in the development and implementation of clinical policies, procedures and guidelines for
HAST
- Ensure implementation of HIV and Aids preventative strategies within community through working with
School Health, WBOT, Outreach Team and (OSS)
- Monitor and evaluate HAST indicators at all levels and compile DPQR
- Ensure effective and efficient information management for HAST
- Exercise control over performance, discipline, grievance and labour relations issues according to laid
down policies, procedures and legal prescripts.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
APPLICATIONS MUST BE FORWARDED TO:
Human Resources Department
Northdale Hospital
Private Bag X 9006
Pietermaritzburg
3200
Or
Hand deliver to the Human Resource Department

ENQUIRIES: Mr. S Pillay – 033 387 9012

Closing date 2020/07/24