TO: DISTRICT MANAGERS
   HOSPITAL MANAGERS
   COMMUNITY HEALTH CENTRE MANAGERS
   HEADS OF INSTITUTIONS
   HEAD OFFICE MANAGERS
   ALL EMPLOYEES
   COMMUNITY MEMBERS

VACANCIES IN THE DEPARTMENT OF HEALTH: NGWELEZANA HOSPITAL

CIRCULAR MINUTE No. NGWE HOSP 09/2020

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 post/s 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 (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83.
   (b) Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies.

2. Persons with disabilities should feel free to apply for the post.

3. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

4. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications.

5. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply.

6. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.

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

8. Failure to comply with the above instructions will results to your application being disqualified

Closing date for all applications is 10 JULY 2020

ORIGINAL SIGNED

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ACTING HOSPITAL CEO
NGWELEZANA HOSPIT
JOB TITLE: ASSISTANT MANAGER NURSING (CRITICAL CARE, TRAUMA, RENAL UNIT AND BURNS)

INSTITUTION: NGWELEZANA HOSPITAL

REFERENCE NO: NGWE 25/2020

SALARY: R614 991.00 – R633 432.00 PER ANNUM

ALLOWANCES: 8% RURAL ALLOWANCE
13TH CHEQUE
HOUSING ALLOWANCE (Employee must meet prescribed requirements)
Medical Aid (Optional)

MINIMUM REQUIREMENT FOR THE POST:
• Diploma / Degree in General Nursing.
• A post basic qualification in Critical Care or Trauma Nursing/ Renal Unit and Burns.
• Registration with the SANC as a Register Nurse.
• A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
• A minimum of 6 years of the period referred above must be appropriate/ recognizable experience in Theatre, CSSD after obtaining post basic qualification in critical care/ trauma/renal and burns.
• A minimum 3 years recognizable working experience at management level.

KNOWLEDGE, SKILLS, COMPETENCIES AND TRAINING REQUIRED:
• Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework
• Strong interpersonal, communication and presentation skills.
• Ability to make independent decisions, problem solving and conflict resolution.
• Ability to prioritize issues and other work related matters and to comply with time frames.
• High level of accuracy.
• Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care.
• Basic computer skills

KEY PERFORMANCE AREAS:
• Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care
• Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts
• Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing as required.
• Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele.
• Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit.
• Improve quality care through reduction of patient complaints and waiting times
• Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies.
• Develop/establish and maintain constructive working relationship with nursing and other stakeholders.
• Ensure that infection control and prevention policies are implemented in the unit.
• Manage and supervise effective utilization of all the resources e.g. human, financial material.
• Develop, monitor and evaluate staff in terms of EPMDS.
Exercise control over discipline, grievance and all labour relations issues.
Perform both clinical and administrative duties as required.
Attend to meetings and workshops as directed.
Serve as a paymaster for unit pay point.
Adhere to correct channels of communication as per the hospital organogram.
Perform other duties as assigned by the supervisor and hospital management.
Ensure implementation of NCS, Ideal hospital and other departmental initiatives including provincial priorities

CLOSING DATE : 10 JULY 2020

ENQUIRIES: MS R.M. SITHOLE TEL NO.: 035 901 7258

All applications to be forwarded to:

THE ACTING CHIEF EXECUTIVE OFFICER
ATTENTION: HUMAN RESOURCE DEPARTMENT
NGWELEZANA HOSPITAL
PRIVATE BAG X20021
EMPANGENI
3880

ATTENTION: HUMAN RESOURCE DEPARTMENT

OR

Hand delivered to:

HUMAN RESOURCE DEPARTMENT
1ST FLOOR ADMIN BLOCK
NGWELEZANA HOSPITAL

NB: - Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application.