TO: ALL HEADS OF INSTITUTIONS  
RE: VACANCIES IN THE DEPARTMENT OF HEALTH-NKANDLA HOSPITAL

The content of this circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Institutions must ensure that all employees who meet the requirements of the post must be made aware of this circular minutes even if they are absent from their place of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
   a) Application for employment Form (Z83). Obtainable from any government Department or from the website -www.kznhealth.gov.za
   b) Certified copies of highest educational qualifications and I.D (Not Copies of certified copies) and certified copies must not be older than 3 months
   c) Curriculum Vitae
   d) Drivers License {If required}
   e) Contactable and verifiable references must be included in the C.V
   f) The reference number of the post must be indicated in the column provided on the Z83 application form e.g. NKAH G01/2007

N.B: FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL DISQUALIFY APPLICANTS

2. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date your application must be considered unsuccessful.

3. People with disabilities are encouraged to apply

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

5. African Males are encouraged to apply

CLOSING DATE FOR APPLICATIONS IS: 03 APRIL 2020

Original copy signed by:

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Acting Chief Executive Officer: Nkandla Hospital

uMnyango Wezempilo . Departement van Gesondheid

Fighting Disease, Fighting Poverty, Giving Hope
POST : ASSISTANT MANAGER NURSING – GENERAL

REFERENCE NO. : NKAH 05/2020

NUMBER OF POSTS : 01

DEPARTMENT : NURSING DEPARTMENT

CENTRE : NKANDLA HOSPITAL

SALARY : R562 800.00 – R633 432.00 pa

OTHER BENEFITS : 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Inhospitalable area allowance

MINIMUM REQUIREMENT:

- Senior Certificate (Grade 12).
- Degree / Diploma in nursing that allow registration with the SANC as a Professional Nurse and midwifery.
- Proof of registration with SANC as General Nurse and Midwife.
- A minimum of eight (08) years appropriate / recognizable experience in nursing after registration as professional nurse with SANC in General Nursing of which at least three (03) years of this period referred to above must be appropriate / recognizable experience at a management level.
- Current SANC receipt (2020) OR stamped proof of current registration by HR obtainable from SANC Website (E-Register).
- Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED.

- Ability to implement National Core Standards.
- Excellent communication skills, human relations and ability to teach and train staff within a team.
- Ability to work and maintain meaningful relationship within a diverse community.
- Knowledge of health and public service legislation, regulations and policies.
- Appropriate understanding of nursing scope of practice and nursing standards.
- Basic computer literacy to enhance service delivery.
- Effective communication with patients, supervisors and other health professionals.
- Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery.
- Knowledge of labour relations and disciplinary procedures.
- Basic understanding of HR and financial policies and practices.
- Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

KEY PERFORMANCE AREAS

- Exercise overall control of all resources within the department especially in general wards i.e. general female and Male wards including TB wards
- Identify needs, formulate Health Care Programme and oversee implementation thereof.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
➢ Ensure implementation of clinical competencies and ensure that scientific principles of nursing process are maintained.

➢ Manage and supervise formulation of procedures specific to the area of responsibility and to ensure that they are keeping up with the current statutory regulations and guidelines as well as current codes of ethics.

➢ Contribute to the development of clinical management guidelines and protocols for management of patient level of care within available resources.

➢ Ensure proper use and control of all resources under his/her control, ensuring that operations remain within the budget.

➢ Willing to improve in order to manage in changing health environment.

➢ Ensure compliance with National Core Standard in Department under his/her authority.

➢ Monitor and supervise staff performance.

➢ Initiate and conduct audit in all allocated units.

➢ Assist with relief duties in other departments where the AMN concerned is off duty/leave.

➢ Work as a relief Matron for both day and night duty

ENQUIRIES: MRS. SJ NGUSE 035 833-5047
CLOSING DATE FOR THE APPLICATIONS IS: 03 APRIL 2020

All applications should be forwarded to: The Human Resource Manager
Nkandla District Hospital
Private Bag X 102
Nkandla
3855

OR

Hand Delivered to: Nkandla Hospital
491 Mbatha Lane
NKANDLA
3855

DUE TO BUDGETARY CONTRAINTS S&T WILL NOT BE PAID TO THE CANDIDATES WHO WILL BE ATTENDING INTERVIEWS