TO HEADS OF ALL INSTITUTIONS

VACANCIES AT NKONJENI HOSPITAL

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 Offices. Institutions must notify all candidates who qualify for the post in 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 (Z83), which is obtainable at any Governmental Department.
   b) Certified copies of highest educational qualifications and professional registration certificates – not copies of certified copies.
   c) Curriculum Vitae.

2. Reference number must be indicated in the column provided on the form Z83 e.g. reference number NKO .003/2016.

NB: Failure to comply with the above instructions will disqualify applications.

3. Please note that due the large number of applications received, applications will not be acknowledged.

NB: THIS IS AN EQUAL OPPORTUNITY,AFFIRMATIVE ACTION EMPLOYER WHOSE AIM IS TO PROMOTE REPRESENTATIVITY IN ALL LEVELS OF ALL OCCUPATIONAL CATEGORIES IN THIS HOSPITAL. PERSON WITH DISABILITY SHOULD FEEL FREE TO APPLY FOR THE POST.

NB: DUE TO FINANCIAL CONSTRAINTS S&T WILL NOT BE PAID TO SHORTLISTED CANDIDATES

APPLICATIONS SHOULD BE FORWARDED TO: THE HUMAN RESOURCE DEPT.
NKONJENI HOSPITAL
P/BAG X 509
MAHLABATHINI 3865

CLOSING DATE: 31 October 2019

ACTING CHIEF EXECUTIVE OFFICER
NKONJENI HOSPITAL

ORIGINAL SIGNED BY ACTING CEO
POST : Operational Manager Nursing (Hast Program)
CENTRE : Nkonjeni District Hospital
COMPONENT : HIV/AIDS, STI, ARV AND VCT
NUMBER OF POSTS : 01
REFERENCE : NKO.010/2019
REMUNERATION : R444 276.00 PLUS 12% Rural Allowance, Housing Allowance (Optional)

Minimum Requirements:
- Grade 12 (Senior certificate)
- Degree or Diploma in General Nursing Science and Midwifery
- Current registration with SANC as a General Nurse and Midwifery
- A minimum of 9 years appropriate experience in General Nursing Science and Midwifery of which 5 years must be in possession of appropriate specialty (Clinical Nursing Science, Health Assessment, treatment and care)
- Valid driver’s license code 08
- Computer literacy
- Proof of previous and current work experience endorsed by HR

KNOWEDEGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED
- Report writing abilities
- Empathy and counselling skills
- Strong interpersonal, communication and presentation skills
- Ability to make independent decisions
- Understanding of the challenges facing the Public Health
- Ability to prioritize issues and other work related matters and to comply with time frames

KEY PERFOMANCE AREAS
- Ensure implementation of TB/HIV prevention programme in the sub district (High Transmission area/ STI/Condom distribution and MMC in line with District Health Plan
- Participate actively in Operation Sukuma Sakhe programme
- Monitor indicators which measure TB/HIV prevention practices in the sub district, provide support and report findings to sub district health management
- Work as part of multidisciplinary team to ensure good nursing care
- Demonstrate effective communication with patients, community and with multidisciplinary team
- Participate in the analysis and formulation of nursing policies and procedures
- Provide direct and indirect supervision of all staff within institution and all sub district facilities and give guidance
- Monitor implementation and performance of TB/HIV indicators on daily, weekly and monthly basis, provide feedback to sub district management
- Participate in conduction of clinic open days within the sub district
- Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies
- Participate in activities aimed at fully integrating HIV and Aids and TB prevention programmes to the main stream of health care services within the sub district

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
Enquiries to be directed to:
Mr ZE Zulu
Nkonjeni Hospital
Private Bag X509
MAHLABATHINI
3865

CLOSING DATE : 31 October 2019
TEL NO. : 035 8730013 extension 7002