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.001/2013.

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

3. Please note that due to 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: 30 June 2020

ORIGINAL SIGNED BY CEO

CHIEF EXECUTIVE OFFICER
NKONJENI HOSPITAL
JOB TITLE : Operational Manager Nursing
COMPONENT : PHC Services
REFERENCE : NKO.007/2020 Lomo Clinic
INSTITUTION : Nkonjeni District Hospital
NUMBER OF POSTS : 01
SALARY LEVEL : Level 10
REMUNERATION : R562 800.00 per annum plus benefits, 12% Rural Allowance Housing Allowance, Medical Aid optional (Employee must meet prescribed requirements)

REQUIREMENTS FOR THE POST
- Degree / National Diploma in Nursing that allow registration with SANC as a Professional Nurse and Midwifery
- Post Basic qualification with duration of at least 1 year accredited with SANC in clinical nursing Science, assessment, diagnosis, treatment and care.
- Minimum of 9 years appropriate / recognizable experience in Nursing after registration as a professional nurse with South African Nursing Council in general nursing of which at least 5 years must be appropriate experience after obtaining the one year Post Basic Qualification in Primary Health Care.
- Proof of current registration with SANC (2017)
- Valid driver's license EB (code08) or C1 (code 10)
- Proof of current and previous work experience endorsed by Human Resource

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES
- Leadership, organization, decision making ,supervisory and problem solving abilities within the limit of the Public sector and institution policy framework
- Knowledge on nursing care processes and procedures, , nursing statutes and other relevant legal framework
- Ability to formulate patients care related policies , vision , mission and objective of the Clinic
- Communication and interpersonal skills including Public relations, negotiating, coach, conflict handling and counselling skills.
- Financial and budgetary knowledge pertaining relevant resources under management
- Insight into procedures and polices pertaining care , computer skills in basic programmes

KEY PERFORMANCE AREAS
- Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.
- Ensure the implementation and monitoring of all PHC programs including priority programs in the clinic.
- Manage and monitor proper utilization of human, finance ,physical and material resources
- Ensure quality PHC service delivery through the implementation of NCS and ICRM within the facility
- Deal with disciplinary and grievance matters including managing and monitoring absenteeism.
- Provision of administrative service by planning , organizing and ensure the availability of medication, medical supplies and essential equipment in clinic
- Monitor and evaluate HR performance EPMDS for all relevant staff
- Ensure that quality data management is implemented and monitored at the clinic
- Maintain intersectoral collaboration with other government structures and provide support to Sukuma Sakhe Activities.

Enquiries: Mrs BA Mbatha
Tel No. : 0358730013 ext 7008
Closing date: 30 June 2020

ORIGINAL SIGNED BY ACEO

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ACTING CHIEF EXECUTIVE OFFICER
NKONJENI HOSPITAL

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING