TO: DISTRICT MANAGERS
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No.G10/2020
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.
   (b) Curriculum Vitae, certified copies of identity document, highest educational qualifications and professional registration certificates - not copies of certified copies.
2. The Reference Number must be indicated in the column provided on the form Z.83.
3. Persons with disabilities should feel free to apply for the post.
NB: (a) Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted.
(b) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC)

DIRECTORATE:
Human Resource Management Services

4. Further, respective successful candidate will be required to enter into a permanent employment contract.
with the Department of Health and a Performance Agreement with his/her immediate supervisor.

5. 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.

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.) Department. Persons with disabilities should feel free to apply for the post

Closing date for the Applications: 30 June 2020

PLEASE FORWARD APPLICATIONS TO: ATT: HUMAN RESOURCE DEPARTMENT

The Acting Chief Executive Officer
Nkonjeni Hospital
Private Bag 509
MAHLABATHINI
3865

ORIGINAL SIGNED BY ACEO

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DR N XHAKAZA: ACTING CEO
NKONJENI HOSPITAL
POST: ASSISTANT MANAGER NURSING (Specialty)
COMPONENT: THEATRE & CSSD AND HAST SERVICES
INSTITUTION: NKONJENI DISTRICT HOSPITAL
NO OF POST: 01
REFERENCE: NKO08/2020

SALARY: R614 911.00 – R692 166.00 PER Annum
OTHER BENEFITS: 12% Rural allowance

MINIMUM REQUIREMENTS

- Degree/ Diploma qualification that allows registration to General Nursing & Midwifery
- Post basic qualification with duration of at least one year (Diploma in Operating Theatre Tech- DOTT)
- Current SANC receipt
- A minimum of 10 years appropriate/ recognizable experience in the nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery.
- At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year relevant post basic qualification (DOTT)
- At least 3 years of the period referred to above must be appropriate/ recognizable experience at Nursing Management level.
- Proof of experience stamped and endorsed by Human Resources should be attached to the application
- Applicants in possession of a foreign qualification must attach the evaluation certificate from SAQA to their applications.

RECOMMENDATIONS

- Degree / Diploma in Nursing Management
- Valid driver’s license
- Computer literacy

KNOWLEDGE/SKILLS TRAINING AND COMPETENCIES REQUIRED

- Working knowledge of health policies and current Public Service related Legislation
- Knowledge of Public Service Acts, regulations and policies.
- High level of interpersonal relationship
- High level of verbal and written communication
- Presentation and facilitation skills
- Ability to liaise with management
- Assertiveness and diplomacy

KEY PERFORMANCE AREAS

- Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required.
- Ability to implement and facilitate Clinical Governance activities and generate effective reports.
- To effectively monitor Patient Safety Incidence with effective interventions.
- Ensure good quality patient care aligned with norms and standards
- Ability to direct a multidisciplinary team to ensure good nursing care
- Work effectively and amicably, at management level, with persons of diverse intellectual, cultural, religious or racial difference.
- Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing services.
- Able to develop and maintain a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to.
- Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
- Demonstrate the required computer literacy to adequately manage information according to the requirements of the hospital.
- Able to plan, maintain and control the nursing services budget for the relevant area

**POST:**  Operational Manager Nurse: General  
**COMPONENT:**  Nursing- Night Duty Services  
**INSTITUTION:**  NKONJENI DISTRICT HOSPITAL  
**NO OF POST:**  01  
**REFERENCE:**  NKO09/2020  
**SALARY:**  R 444 276.00 per annum  
**OTHER BENEFITS:**  12% Rural allowance

**MINIMUM REQUIREMENTS (Grade 1)**
- Senior certificate (Grade 12)
- Degree/ Diploma in General Nursing, Midwifery and Psychiatry
- Proof of registration with SANC (2020 Receipt)
- A minimum of 7 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing.
- Degree or Diploma in Nursing Management
- Attach proof of working experience endorsed by HR Department

**RECOMMENDATIONS**
- Computer literacy.

**KNOWLEDGE, SKILLS AND COMPETENCIES**
- Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service
- Leadership, Organizational, Decision Making, Problem solving and interpersonal Skills within the limits of the Public Sector.
- Conflict Management and good negotiation skills
- Knowledge of code of conduct and labor relations
KEY PERFORMANCE AREAS

- Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution.
- Assist in planning, organizing and monitoring the implementation of objectives of the institution.
- Ensure accurate record keeping for statistics purpose.
- Ensure adherence to principles of IPC practices for the whole hospital.
- Demonstrate an understanding of human resource and financial management policies and procedures.
- Provide direct and indirect supervision of all staff within the institution.
- Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients’s needs, requirement and expectations.
- Maintain discipline and deal with grievances and labor relations issues in terms of laid down policies and procedures.
- Manage all resources effectively and efficiently to ensure optimal service delivery.
- Ensure that all equipment around the whole hospital is adequate, checked and in good working order.
- Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery.
- Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts.
- Ensure quality data management and utilization.
- Perform nursing documentation as well as resuscitation audits as per institutional standards and report findings to the Deputy Manager Nurse.

ENQUIRIES: Mr Z.E.Zulu  Deputy Manager Nurse    Telephone: 035 873 0013

Closing date: 30 June 2020

Original signed by Acting CEO

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Dr N Xhakaza: ACEO
Nkonjeni Hospital