TO HEADS OF ALL DEPARTMENTS IN THE KZN PROVINCIAL ADMINISTRATION

VACANCY IN THE DEPARTMENT OF HEALTH: KWAMASHU CHC

The contents of this Circular Minute must be brought to the notice of all eligible employees on the Establishment of all Institution, including those in the district office. It must be ensured that all employees who meet the requirements of the posts 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:
   - Application for employment’ form (form Z83); which is obtainable at any Government Department OR from the Website – www.kznhealth.gov.za
   - Updated Curriculum Vitae with certificate of service
   - Certified copies of identity document, driver’s license, highest educational qualifications and professional registration certificates – not copies of certified copies.
   - Certified copy of Grade 12/ Matric certificate

   The ‘Reference Number’ and ‘Position’ for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83 e.g. NTUZ OPM/01/2020

2. NB:
   a) Failure to comply with the above instructions will disqualify the 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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).

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. Persons with disabilities should feel free to apply for the posts.

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

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

7. PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINS NO S&T CLAIMS WILL BE CONSIDERED FOR PAYMENTS TO CANDIDATES THAT ARE INVITED FOR THE INTERVIEW.

   (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.)

CLOSING DATE FOR APPLICATIONS IS: 30th APRIL 2020
ADVERT

POST : OPERATIONAL MANAGER NURSING (PHC)
CENTRE : NTUZUMA CLINIC
NO. OF POST : 01
REFERENCE NO. : NTUZ OMN/01/2020
SALARY NOTCH : R562 800 – R633 432
BENEFITS : 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)

MINIMUM REQUIREMENTS FOR THE POSTS:

- Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse.
- One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)
- Current registration with SANC as a Professional Nurse (2019 SANC receipt)
- A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
- At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant specialty.
- Proof of work experience (Certificate of service) endorsed by Human Resource department

KNOWLEDGE, SKILLS AND COMPETENCIES:

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as:
  - Nursing act, Occupational health and safety act, Patients’ rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure,
  - Financial and budgetary knowledge pertaining to the relevant resources under management
  - Insight into procedures and policies pertaining to nursing care.
  - Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework
- Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- Computer skills in basic programs.

KEY PERFORMANCE AREAS:

- Manage, facilitate and coordinate provision of comprehensive package of service at PHC level, including priority programs and Quality improvement programs, in conjunction with a professional and legal framework.
- Assist and facilitate development of the operational plan, monitor the implementation and submit progress reports.
- Conduct clinical/Nursing audits in the PHC and ensure implementation of the quality improvement plans supported by strong work ethics.
- Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client’s needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.
- Coordinate the implementation of PHC reengineering strategy and supervise the implementation of the community Based outreach services.
- Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan.

ADVERT: OMN (PHC) - NTUZUMA CLINIC
• Manage and coordinate smooth running and integration of the chronic program within the PHC services taking into consideration of ICSM prescripts.
• Ensure implementation, monitoring and evaluation of EPMDS in the unit.
• Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research.
• Deal with disciplinary and grievance matters including monitoring and managing absenteeism.
• Ensure Batho Pele Principles, norms and standards and Ideal Clinic priorities are implemented.
• Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act.
• Ensure completion of accident/incident reports as they occur and timeous reporting.
• Coordinate special projects and health promotion in line with the program goals of health calendar.
• Ensure accurate collation, analysis and verification of data within the unit prior to submission.
• Maintain constructive working relationship with all stakeholders i.e. inter-professional and multi-disciplinary team.
• Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities.
• Advocate and promote nursing ethos and professionalism in the clinic.

Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

Enquiries: Mr. S Matibela

Tel: 031 504 8895

Closing Date: 30th April 2020

ALL APPLICATION MUST BE FORWARDED TO:

Posted To: OR Hand Delivered To:
Human Resource Office
KwaMashu CHC KwaMashu CHC
Private Bag x013 P61 Mkhiwane Road
KwaMashu KwaMashu
4360 4360

Original signed by Acting CEO

Mr. F.S Matibela
ACTING CHIEF EXECUTIVE OFFICER

DATE: 14 April 2020