VACANCIES IN THE DEPARTMENT OF HEALTH, ADDINGTON HOSPITAL; OPERATIONAL MANAGER (SPECIALITY PHC) GRADE 1: X 1 POSTS : PRIMARY HEALTH CARE CLINIC: BEATRICE STREET : REFERENCE NO: OM/BSTPHC//2019

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 region/district offices. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal place of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
   Application for Employment Form (Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za.
   **Certified copies** of original documents (not originals or copies of copies) must be attached to your application form:-
   - Identity document.
   - A Degree/Diploma certificate in General Nursing and Midwifery.
   - Registration certificate with SANC as a General Nurse and Midwife.
   - Current registration with the S.A. Nursing Council (2019)
   - Training certificate on Nurse Initiated And Management of ART (**NIMART**) if applicable.
   - Certified copies of certificates/letters of service stating relevant experience as a Professional nurse plus 5 years appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality
   - In-Service applicants: Verification of qualification’s by SAQA from current Employer if applicable: obtainable from your HR Dept.
   - Valid driver’s license Code 8 or C1
   - Detailed Curriculum Vitae.

   1 *Please note that the successful applicant’s will be subjected to the following:-*
   - Criminal records checks - Citizen verification - Financial/asset record checks - Qualification and registration certificate/study verification and CIPC verification.

2. The Circular Minute Number must be indicated in the column provided on the Z83. Failure to comply with the above instructions will disqualify applicants.

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

4. Please note that due to the large number of applications received, applications will not be acknowledged. Should you not have been contacted within 90 days of the outcome kindly consider yourself as being unsuccessful.

5. Please note that due to financial constraints no S & T and resettlement claims will not be considered for payment to candidates that are invited for the interview.

Original signed and kept on file

CHIEF EXECUTIVE OFFICE

(*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).
CIRCULAR FOR VACANT POST

POST : OPERATIONAL MANAGER NURSING GR 1 (SPECIALITY PHC) – PHC SERVICES – BEATRICE STREET CLINIC x 1 POST

POST REFERENCE NO : OM /BSTPHC/2019
INSTITUTION : ADDINGTON HOSPITAL
SALARY GRADE 1 : R562 800 per annum
EXPERIENCE : A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing.

At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality.

OTHER BENEFITS:

13TH Cheque : Optional
Medical Aid : Optional
Homeowners’ Allowance : Employee must meet prescribed requirements

MINIMUM REQUIREMENTS:

- Certified copy of Degree/Diploma in General Nursing and Midwifery.
- Certified copy of Registration with SANC as a General Nurse and Midwife.
- Certified copy of Post Basic qualification in the relevant speciality i.e. Clinical Health Assessment Treatment and Care accredited by the South African Nursing Council.
- **Certified copies of letters of service stating relevant experience as a Professional Nurse and proving 5 years appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality.**
- Possession of driver’s licence code 8 or C1.

RECOMMENDATION:-

- Training certificate on Nurse Initiated And Management of ART (NIMART).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:

- Good verbal and written communication and report writing skills.
- Decision making and problem solving skills
- Conflict management and negotiation skills.
- Project Management skills.
- Basic computer skills.
Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Public Service Regulations and Labour Relations. 
Knowledge of SANC rules and Regulations and other relevant Legal Framework. 
Insight into procedures and policies pertaining to nursing care. 
Human Resource Management and basic financial management skills.

**KEY PERFORMANCES AREAS:**

- Monitor provision of quality and comprehensive primary health care package, ICSM in the clinic.
- Assist in planning, organizing and monitoring of objectives of the specialized unit.
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- Ability to plan and organize own work and that of support personnel to ensure proper nursing care.
- Display a concern for patients, promoting and advocating proper treatment and care including participating actively in Operation Sukuma Programme.
- Demonstrate effective communication with patients, community and multidisciplinary team.
- Monitor safe patient service and improve client satisfaction in the clinic.
- Participate in the attainment of National Core Standards status. Contribute to the ideal Clinic realization and maintenance (ICRM) status.
- Participate in the analysis and formation of nursing policies and procedures.
- Provide direct and indirect supervision of all staff within the unit and give guidance.
- Monitor and evaluate the care and management of all patients through clinical audits.
- Monitor implementation of PHC Re-Engineering in the clinic, including ICDM.
- Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyse data and draw up quality improvement plan and implementation plan.
- Exercise control of discipline and any other Labour Related issues in terms of laid down procedures.
- Ensure complaint management is functional in the Clinic.
- Ensure functionality of the Clinic committee so that community involvement and participation is achieved.

**Closing Date:** 28 October 2019

**HOURS OF DUTY:**

40 Hours per week. 
Shift work – Day and Night duty.

**ENQUIRIES OF THIS POST:** MATRON T WANDA Tel. (031) 327 2000

**INSTRUCTIONS TO CANDIDATES:**

*Applications to be forwarded to:* Human Resource Dept, Addington Hospital, P.O. Box 977, DURBAN, 4000. OR dropped off in the application box at Security Department: Prince Street entrance, South Beach, Durban.