VACANCIES IN THE DEPARTMENT OF HEALTH, ADDINGTON HOSPITAL; OPERATIONAL MANAGER NURSING : (PRIMARY HEALTH CARE) GRADE 1: X 1 POST : GATEWAY PRIMARY HEALTH CARE CLINIC : REFERENCE NO: OM/GWPHC/2020

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.
     - A Degree/Diploma Post-Basic qualification i.e. Clinical Health Assessment Treatment and Care accredited by the South African Nursing Council.
     - Registration certificate with SANC as a General Nurse and Midwife.
     - Post Basic registration certificate with SANC.
     - Current registration with the S.A. Nursing Council (2020)
     - Certified copies of certificates/letters of service stating relevant experience as a Professional nurse plus appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality
     - Verification of qualification’s by SAQA from current Employer if applicable: obtainable from your HR Dept.
     - 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.

(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).

Original signed and kept on file

CHIEF EXECUTIVE OFFICE
CIRCULAR FOR VACANT POST

POST : OPERATIONAL MANAGER NURSING – PHC SERVICES – GATEWAY CLINIC
X 1 POST

POST REFERENCE NO : OM/GWPHC/2020

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 after obtaining the 1 year post-basic qualification in the relevant speciality.

OTHER BENEFITS:

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

MINIMUM REQUIREMENTS:

- Degree/Diploma in General Nursing and Midwifery.
- Registration with SANC as a General Nurse and Midwife.
- Diploma: Post Basic qualification in the relevant speciality i.e. Clinical Health Assessment Treatment and Care accredited by the South African Nursing Council.
- Post Basic registration certificate with SANC.
- Certified copies of certificates of service stating at least 9 years relevant experience as a Professional Nurse and proving 5 years appropriate/recognisable experience after obtaining the 1 year post-basic qualification in the relevant speciality.

Recommendations

- Degree/Diploma in Nursing Management would be an advantage.
- Code 8 driver’s license would be a recommendation.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks.
- 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.
KEY PERFORMANCES AREAS:

- Provide comprehensive, quality nursing care to patients/clients in a Primary Health care facility in a cost-effective and efficient manner.
- Assist in planning, organising and monitoring of objectives of the Primary Health care facility.
- Manage all resources effectively and efficiently to ensure optimum service delivery.
- Able to plan and organise 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 awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
- Work as part of the multidisciplinary team to ensure good nursing care.
- Demonstrate effective communication with patients, supervisors, clinicians, and community stakeholders, including report writing when required.
- Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction.
- Ensure compliance with Ideal Clinic / National Core standards.
- Management of staff performance through EPMDS and formulate training programmes for staff development.
- Participate in the analysis and formulation of standard operational plans for nursing and nursing care policies.
- Provide direct and indirect supervision of all staff within the facility.
- Ensure that all equipment in the unit is adequate and is checked and in working order.
- Monitor and evaluate the care and management of all Patients and ensure the maintenance of accurate and complete patient records.
- Ensure statistics are compiled timeously, and utilized for service planning
- Ability to recognize Medical and Surgical emergencies and refer appropriately.
- Arrange patient movements.

HOURS OF DUTY:

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

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.

ENQUIRIES OF THIS POST: MATRON B N NDHLOVU Tel. (031) 327 2000

CLOSING DATE: 15 APRIL 2020