TO: HEADS OF INSTITUTIONS

RE: VACANCIES IN THE DEPARTMENT OF HEALTH: PRINCE MSHIYENI MEMORIAL HOSPITAL (UMLAZI D PRIMARY HEALTH CARE FACILITY - DURBAN SOUTH AREA) OPERATIONAL MANAGER NURSING (PHC STREAM)

CLOSING DATE 20191108

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 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:
   a) ‘Application for employment’ form (form Z83), which is obtainable at any Government Department OR from the website -www.kznhealth.gov.za.
   b) A detailed ‘Curriculum Vitae’
   c) Recently certified copies of identity/passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s (* Note it is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) – and not copies of certified copies.

2) 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.

3) All employees in the Public Service that are presently on the same salary level and rank, but on a notch/package above as that of the advertised post are free to apply.

4) The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications).

5) The successful candidate would be required to sign a performance agreement within three months of appointment.

6) Applicants are requested not to forward applications via emails, fax and registered mail, please.

7) Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please.

8) Persons with disabilities should feel free to apply for the post.

9) The Department reserves the right not to fill the post/s.

Failure to comply with the above instructions will disqualify applicants.

(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.)

MR GBCETE KHWULA
CHIEF EXECUTIVE OFFICER
POST: OPERATIONAL MANAGER NURSING – PRIMARY HEALTH CARE

The following are encouraged to apply: persons with disability; African male; Coloured male/ female; Indian male/ female and White male/ female

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>REFERENCE NO</th>
<th>UNIT/ CENTRE</th>
<th>NO OF POST(S)</th>
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</thead>
<tbody>
<tr>
<td>Prince Mshiyeni Memorial Hospital</td>
<td>OMN/PHC/07/2019</td>
<td>UMLAZI D PHC</td>
<td>01</td>
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</tbody>
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SALARY NOTCH: R562 800.00 – R633 432.00

BENEFITS:
- Home Owner Allowance (conditions apply)
- 13th Cheque (conditions apply)
- Medical Aid (Optional)
- Inhospital Area Allowance (8% of basic salary)

MINIMUM REQUIREMENTS:

- *Degree or Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council(SANC) as a “Professional Nurse”*
- A post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC.
- Certificates of registration with SANC as a Professional Nurse and post basic qualification.
- Proof of current registration with SANC (2019).
- **Experience**: A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing.
- At least five (5) years of the period referred to above must be appropriate/recognizable experience after obtaining the one 1 year post basic qualification in Primary Health Care.

*Certificate(s) of service from current and previous employer must be attached*

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:

- Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services
- Knowledge of nursing care processes and procedures
- Appropriate understanding of Scope of Practice and nursing standards
- Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patient Rights Charter, Batho Pele Principles,
- Sound knowledge of Labour Relations Act
- Leadership, supervisory, organizing, decision making, problem solving abilities skills
- Coordination and Report writing skills
- Time management
- Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player.
- Good communication and interpersonal skills and ability to function well within a team
- Demonstrate a basic understanding of HR and Financial Policies and practices.
- Demonstrate basic computer literacy as a support tool to enhance service delivery.
POST: OPERATIONAL MANAGER NURSING – PRIMARY HEALTH CARE

KEY PERFORMANCE AREAS

- Facilitate provision of comprehensive package of service at PHC level including priority programs and Quality Improvement Programs
- Develop clinic Operational Plan, monitor the implementation and submit progress reports;
- Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics
- Ensure proper control and effective utilization of all resources including HR, Financial, vehicles and exercise care over government property.
- Supervise the community outreach teams and ensure submission of the reports
- Ensure staff development and monitor staff performance according to EPMDS
- Deal with disciplinary and grievance matters including monitoring and managing absenteeism.
- Participate in a 24 hour roster system which includes nights, weekends and public holidays
- Ensure Batho Pele principles, National Core Standards and ideal clinic priorities are implemented
- Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by Nursing act, Occupational and safety act.
- Ensure completion of accident/incident reports as they occur and timeous reporting
- Co-ordinate special projects and health promotion in line with the program goals of health calendar.
- Compile Monthly, Quarterly statistics and other reports,
- Maintain constructive working relationships with all stake holders i.e. inter-professional, the multi-disciplinary team
- Maintain intersect oral collaboration with other Government structures and provide support to Sukuma Sakhe Activities
- Advocate and promote nursing ethos and professionalism in the clinic.

CLOSING DATE: 08 NOVEMBER 2019

ENQUIRIES: MRS P XABA TEL: 031- 240 5300

All applications to be forwarded to:

The Deputy Director: HRMS
Prince Mshiyeni Memorial Hospital;
Private Bag X 07; Mobeni; 4060
Attention: MR VM PHEWA