



**health**

Department:  
Health  
PROVINCE OF KWAZULU-NATAL

Dundee Hospital  
121 McKenzie Street  
Private Bag X 2011  
Tel: 034 212 1111 Fax: 034 212 3245  
[www.kznhealth.gov.za](http://www.kznhealth.gov.za)  
Sithembiso.Khanyi@kznhealth.gov.za

**DUNDEE HOSPITAL**

**HUMAN RESOURCES PRACTICES**

**DATE : 10 December 2021**

Enquiries: Mr. S C Khanyi  
Reference: HRM 4/2/1  
Date : 10 December 2021

## **TO ALL HEADS OF INSTITUTIONS**

### **VACANCIES IN THE DEPARTMENT OF HEALTH**

#### **CIRCULAR MINUTE 10/2021**

The contents of this Circular Minute must be brought to the attention of all eligible employees on your establishment without delay. Institutions must notify all employees who qualify even if they are not in their normal places of work.

#### **DIRECTIONS TO CANDIDATES**

The following documents must be submitted and if not submitted the applicant will be disqualified forthwith:-

Application for Employment Form (Z83), which is obtainable at any Government department OR from the website-  
[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

Certified copies of Highest Educational Qualifications- not copies of certified copies.

Detailed Curriculum Vitae

Certified copy of Identity Document – not copy of a certified copy

The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (**DUN-OPD 01/2020**)

Failure to comply with the above instructions will disqualify the applicants.

***“It is the applicant’s responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered”***

Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome.

(This institution is an equal opportunity, affirmative action employer, whose aim is to promote representativity at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).

**NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&B payment for attending interviews.**

#### **ALL APPLICATION SHOULD BE FORWARDED TO THE FOLLOWING ADDRESS**

The Human Resource Manager  
Private Bag x 2011  
Dundee  
3000

OR Hand Deliver to:  
Dundee Hospital in a box next to  
Switchboard

**CLOSING DATE FOR APPLICATIONS IS: 11 January 2022**

**NOTE: EMPLOYMENT EQUITY TARGET IS AFRICAN MALE**

**Originally Signed By CEO**  
Mrs. TT Vilakazi  
CEO

**2021/12/10**  
DATE

**NB: EMPLOYMENT EQUITY TARGET IS AN AFRICAN MALE**

**POST** : OPERATIONAL MANAGER NURSING (MEDICAL WARDS)  
**EQUITY TARGET** : AFRICAN MALE  
**NUMBER OF POSTS:** 01  
**CENTRE** : DUNDEE HOSPITAL  
**REFERENCE** : OMN02/2021  
**SALARY** : Grade 1: R 444 276. 00 per annum  
: Grade 2: R 515 040.00 per annum  
**OTHER BENEFITS:** 12% Inhospitable Allowance, 13<sup>th</sup> Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

**MINIMUM REQUIREMENTS**

- Senior Certificate/Grade 12
- Degree /Diploma in General Nursing, Midwifery and Psychiatry
- A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing
- Current proof of registration with SANC for 2021
- Proof of current /previous work experience endorsed and stamped by the employer(s) must be attached.

**RECOMMENDATIONS**

- Degree/Diploma in Nursing Management
- Proof of computer literacy

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED**

- Knowledge of nursing care processes and procedures, nursing status, and other relevant legal frameworks.
- Human Resource Management and labour relations
- Knowledge and experience implementation of Batho Pele Principle, Patients Charter and Code of Conduct
- Financial and budgetary knowledge pertaining to the relevant resources under management
- 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 counseling skill
- Knowledge of National Core Standards

**KEY PERFORMANCE AREAS**

- Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework
- Manage and monitor proper utilization of human, financial and physical resources
- Supervise and ensure the provision of an effective and efficient patient care through adequate nursing
- Participate in the analysis, formulation and implementation of nursing guidelines, practices and procedures
- Coordinate and monitor the implementation of nursing care plan and evaluation thereof
- Provision of effective support to nursing services
- Coordination of the provision of effective training and research
- Maintain professional growth / ethical standards and self-development
- Participate in all initiatives with aim to achieve quality service provision
- Maintain constructive working relationship with nursing and other stakeholders
- Provide relevant health information to health care users to assist to achieve optimal health care and rehabilitation of patients
- Ensure that units comply with National Core Standards, Batho Pele principles to meet need and demands of the clients.

**CLOSING DATE FOR APPLICATIONS: 11 January 2022**

**ENQUIRIES: Mrs. N T Mkhize (Deputy Nursing Manager)**

**CONTACT DETAILS: 034 212 1111 Ext 268**