



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Private Bag X5007, NONGOMA, 3950
Vryheid Main Road, Nongoma, 3950

Human Resource Management Services

Tel: 035 831 7000 Fax: 035 831 0893 Email: mlungisi.zulu@kznhealth.gov.za

ENQ; Mrs PS Mchunu
Tel No : 0358317151
Date: 22.12.2021

TO: ALL HEADS OF ALL INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH: BENEDICTINE DISTRICT HOSPITAL
CIRCULAR MINUTE No. BEN/HOSP/ 14//2021

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 post/s 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 Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za must accurately completed and signed . Reference Number must be indicated in the column provided on the form Z.83.

b) Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies.

2. 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.

3. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications.

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

5. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.

6. 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

7. Failure to comply with the above instructions will results to your application being disqualified.

NB: Due to financial constraints S&Tand relocation claims will not be considered for this post

CLOSING DATE FOR APPLICATIONS 07.01.2021

Applications should be forwarded to: **The Chief Executive Officer**
Benedictine District Hospital
Private Bag x 5007
Nongoma 3950. Attention: Mr MM Zulu
Original signed by Hospital CEO
CHIEF EXECUTIVE OFFICER



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**ALL APPLICATION MUST BE ON A PRESCRIBED APPLICATION FORM (Z83)
FOR THE FOLLOWING POST.**

POST : **Operational Manager (O&G Unit)**
INSTITUTION : **Benedictine Hospital**
REFERENCE NO. : **OMN 4/2021**
NUMBER OF POST : **01**
SALARY NOTCH : **R 571 242.00**
OTHER BENEFITS : **13th Cheque Medical Aid (Optional), Home Owners/Housing Allowances (Employee must meet requirements) and 12% Rural allowance**

MINIMUM REQUIREMENTS:

- ✓ Senior certificate /Grade 12
- ✓ Degree/Diploma in General Nursing and Midwifery.
- ✓ One year Post Basic Diploma in Advanced Midwifery and Neonatal Nursing Science..
- ✓ Proof of current registration with SANC (2020 Receipt).
- ✓ A minimum of 7 years appropriate/ recognizable experience after registration as a Professional Nurse with SANC in General Nursing.
- ✓ Proof of employment history certified/stamped by HR Manager

RECOMMENDATIONS

- ✓ Computer Literacy.
- ✓ One year Administration certificate in nursing management

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- ✓ Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service.
- ✓ Leadership, Organizational, Decision Making, Problem solving and interpersonal skills within the limits of the Public Sector.
- ✓ Conflict Management and good negation skills.
- ✓ Knowledge of code of conduct and labour relations.

KEY PERFORMANCE AREAS:

- ✓ Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution.
- ✓ Assist in planning, organizing and monitoring the implementation of objectives of the institution.
- ✓ Ensure implementation of maternal and child health care programmes, e.g. PMTCT, MBFI, PPIP, KINC, NEPOC, etc.
- ✓ Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele.
- ✓ Provide leadership in the implementation of the National Core Standards.
- ✓ Ensure Quality Data Management.



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- ✓ Resolve conflicts, oversee disciplinary and grievance matters including monitoring and managing absenteeism.
- ✓ Ensure adherence to principles of IPC practices in the unit.
- ✓ Demonstrate an understanding of human resources and financial management policies and procedures.
- ✓ Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirement and expectations.
- ✓ Manage all resources effectively and efficiently to ensure optimal service delivery.
- ✓ Manage staff performance through EPMDs and formulate training programmes for staff development.
- ✓ Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts.

NB: Employment Equity Target: African Female

Closing date: 07/01.2021

Original signed by Hospital CEO

Chief Executive Officer
BENEDICTINE HOSPITAL

22.12.2021

Date