



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

Postal Address : Osindisweni Hospital , Private Bag x15, Verulam, 4340  
Physical Address: Oakford Road, Verulam, 4340  
Tel: 032 541 9389 Fax: 032 533 0895 Email address:  
[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

DIRECTORATE:  
HUMAN RESOURCE DEPARTMENT

Date: 11.05.2022

TO: ALL HEADS OF ALL DEPARTMENTS

RE: VACANCIES IN THE DEPARTMENT OF HEALTH: OSINDISWENI HOSPITAL

The contents of this Circular Minute must be brought to the attention of all eligible employees on the establishment of all institutions. It must be ensured that all 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](http://www.kznhealth.gov.za) must accurately completed and signed.
  - (b) A detailed Curriculum Vitae (CV); and
  - (c) Recently certified copies of identity / passport documents; all Educational Qualifications and Certificates of service from previous and current employers and not copies of certified copies.
  - (d) Proof of current registration with SANC (South African Nursing Council).
  - (e) Certificate of service must be attached as proof of experience.
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. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications from SAQA, citizenship and previous experience verifications).
4. The successful candidate would be required to sign a performance agreement within three (3) months of appointment.
5. Non-South African citizen applicants must have a valid work permit, verification of qualification with SAQA proof must be attached thereof.
6. 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 (2) months after the closing date of the advertisement, consider your application as unsuccessful.
7. Employment Equity target for this post is African Male. Persons with disability are welcome to apply.

Failure to comply with the above instructions will disqualify the applicant(s).  
(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.)

NB: Due to financial constraints there will be no S&T Payments.

CLOSING DATE FOR APPLICATIONS: 30 June 2022

Applications should be forwarded to: The Chief Executive Officer  
Osindisweni District Hospital  
Private Bag X 15  
Verulam, 4340

Original Signed by CEO  
  
Mr. J.N. Shabane  
CHIEF EXECUTIVE OFFICER

**POST** : DEPUTY MANAGER NURSING LEVEL (1&2 HOSPITAL)  
**NUMBER OF POSTS** : ONE (1)  
**REF NO** : OSI MAN NUR 02/2022

**Salary Package** : R 856 272.00 p.a.  
**Other Benefits** : All-inclusive packages (This inclusive package consist of 70% Basic salary and 30% flexible portion that can be structured in terms of the applicable rules).  
**Additional Benefits:** Rural Allowance (8% of basic salary).

#### MINIMUM REQUIREMENTS

- Grade 12 (Standard 10) certificate
- Degree/Diploma in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse.
- A minimum of Nine (9) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing.
- At least 04 years of the period referred to the above must be appropriate/recognizable experience at management level.
- Relevant experience in People Management, Financial Management, Strategic Planning, Policy analysis and development.
- Delegation

#### KNOWLEDGE SKILLS TRAINING AND COMPETENCE REQUIRED:

- Service delivery
- People Management
- Financial Management
- Strategic Planning
- Policy analysis and development
- Management of equipment and supplies
- Clinical and corporate Governance

#### KEY PERFORMANCE AREAS:

- Provide guidance and leadership towards the realization of strategic goals and objectives of the division.
- Provide professional, technical and management support for the provision of quality patient care through proper management of Nursing care programs.
- Advocate and ensure the promotion of Nursing ethos and professionalism
- Develop and monitor the implementation of policies, programmes, regulations, practices and standards pertaining to nursing care.
- Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery.
- Establish the strategic direction of the component to ensure alignment with its business plans by participating in the development of the hospital strategic plan. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective health care.
- Ensure that effective and most suitable work procedures are identified, developed and implemented to facilitate transformation of nursing services as well as restoration of nursing professionalism and work ethos.
- Facilitate and oversee the development of nursing operational/business plans to give strategic direction to the division by managing and coordinating the activities of the division.
- Participate and represent the hospital at various forums.
- Liaise and coordinate with governmental, non-governmental institutions and other structures.
- Manage and utilize resources in accordance with relevant directives and legislation.
- **Human** - analyze staffing needs and develop a plan to meet the needs.
- Continuous review, explore and utilize opportunities for professional development to enhance professional knowledge
- **Financial** – Formulate and manage the component's budget against its strategic objectives and ensure proper utilization thereof. Ensure that budget spending is maximized in line with strategic objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure.
- **Physical and Material** – Initiate and identify ways of containing health care cost without compromising standards, monitor and report on the utilization of physical equipment. Manage and control material resource and assets.

**Enquiries: Mr J.N. Shabane (Chief Executive Officer)**

**Contact Details: 032-5419201**

**Closing Date: 30 June 2022**



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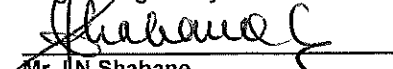
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Original Signed by CEO

  
Mr J.N. Shabane  
CHIEF EXECUTIVE OFFICER

**POST** : **MANAGER: MEDICAL SERVICES**  
**NUMBER OF POSTS** : **ONE (1)**  
**REF NO** : **OSI MED MAN 01/2022**

**Salary Package** : R1 191 510.00 p.a.  
**Other Benefits** : All-inclusive packages (This inclusive package consist of 70% Basic salary and 30% flexible portion that can be structured in terms of the applicable rules).  
**Additional Benefits:** Rural Allowance (18% of basic salary), Commuted Overtime subject to the approval.

#### **MINIMUM REQUIREMENTS**

- Grade 12 (Standard 10) certificate
- MBCHB or equivalent qualification that allows registration with the HPCSA Council as a Medical Practitioner.
- Proof of current registration as a Medical Practitioner with HPCSA.
- A minimum of Five (5) years' experience after registration as a Medical Practitioner.

#### **KNOWLEDGE SKILLS TRAINING AND COMPETENCE REQUIRED:**

- Sound medical knowledge, competence and skills in a medical domain.
- Good communication, leadership, interpersonal, ethical, operational, professional and supervisory skills.
- Ability to manage a Medical firm independently.
- Knowledge of current Health and Public service legislations, regulations and policies administered by the Department of Health.

#### **KEY PERFORMANCE AREAS:**

- Providing vision and strategic direction and inspire Medical to deliver excellent District medical component services.
- Providing management, support and supervision to all components in the Medical department including family medical services, Pharmaceutical services, Diagnostic imaging services, Social work services, Clinical psychology services and allied health services.
- Supervising and managing the provision, implementation and review of clinical management protocols, policies and procedures for clinical services and ensure that they are in accordance with the current statutory regulations and guidelines.
- Maintaining discipline in the Medical department, provision of administrative services and ensuring control monitoring of the hospital budget.
- Providing quality care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies.
- Leading and managing the overall functions of clinical audits and governance to meet the combined objective of excellence in health care and upholding of patient rights.
- Facilitating the successful teamwork amongst all clinical disciplines to adopt a coordinated, synergistic, and consultative approach to the provision of health care.
- Overseeing the strategic development and Implementation of each of the clinical programmes at the hospital and providing outreach services to the satellite PGH clinic.
- Perform clinical duties as per department's requirements including afterhours and weekend calls services.

**Enquiries: Mr J.N. Shabane (Chief Executive Officer)**

**Contact Details: 032-5419201**

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