



**health**

Department:  
Health  
PROVINCE OF KWAZULU-NATAL

Physical address: Jozini Main Road Ingwavuma next to Msiyane High School  
Postal address: Private Bag X26, JOZINI, 3669  
Tel: 035 572 1327 Fax: 035 5721245

OTHOBOTHINI COMMUNITY HEALTH CENTRE  
HUMAN RESOURCES MANAGEMENT

Enquiries : Mr. LP Xhalisa  
Date : 15.04.2024

## VACANCIES IN THE DEPARTMENT OF HEALTH

The content of this circular minute must be brought to the notice of all eligible officers and Employees on your establishment without delay, including those in Regional/District offices. The Institution must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal working places.

## DIRECTIONS TO CANDIDATES

The following documents must be submitted:


Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Institution will not be liable where applicants use incorrect/no reference number(s) on their applications

**NB: Failure to comply with the above instructions will disqualify applicants.**

This Department is an equal opportunity, affirmative action employer whose aim is to promote representativity in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

## AFRICAN MALES ARE ENCOURAGED TO APPLY

**NB: DUE TO FINANCIAL CONSTRAINTS NO S & T ALLOWANCE WILL BE PAID TO CANDIDATES.**

  
CHIEF EXECUTIVE OFFICER  
OTHOBOTHINI CHC

15/04/2024  
DATE

## ADVERTISEMENT OF POST

**JOB TITLE** : ASSISTANT MANAGER NURSING - SPECIALITY  
**INSTITUTION** : OTHOBOTHINI COMMUNITY HEALTH CENTRE  
**REFERENCE NO.** : OTH CHC  
**REMUNERATION** : R R683 838.00 PER ANNUM  
**OTHER BENEFITS** : 13th cheque, 12% Rural Allowance, Home owners allowance

(Employee must meet prescribed requirements) Medical Aid (Optional)

### **MINIMUM REQUIREMENTS**

- Matric / Grade 12
- Diploma/ Degree in Nursing or Equivalent Qualification that allows registration with SANC as a Professional Nurse and Midwife.
- Proof of current registration with SANC (2024)
- A post basic nursing qualification, with at least 1 year in Advanced Midwifery and Neonatal Care accredited with SANC
- A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery.
- At least 6 years of the period referred to above must be appropriate/ recognizable experience in Advanced Midwifery and Neonatal Care after obtaining a 1 year post basic qualification in the specialty
- At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level.
- Valid driver's license.

**NB: Certificate of service from previous employers is compulsory, which must be Endorsed and signed by Human Resource Management.**

### **KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES**

- Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services
- In-depth knowledge of Maternity and Neonatal protocols, policies and guidelines.
- Ensure clinical nursing practice by the nursing team in accordance with scope of practice and nursing standards.
- Basic understanding and knowledge of HR and Finance policies
- Good report writing and facilitation skills
- Good communication skills both verbal and written
- Conflict management skills
- Good interpersonal and team building skills
- Demonstrate basic computer literacy as a support tool to enhance service delivery.

## KEY PERFORMANCE AREAS

- Manage, facilitate and co-ordinate provision of comprehensive package of service at Maternity and Paediatric Unit in conjunction with team members, within professional and legal framework.
- Implement and co-ordinate Maternal and Child Care Services in facility and attached clinics.
- Implement standard practices criteria and indicators for quality Maternal and Child Care; maintaining professional growth and ethical standards; participate in training and research.
- Ensure that complete and accurate nursing record for individual health users are created and maintained.
- Facilitate and conduct monthly perinatal mortality meetings.
- Maintain constructive working relationships with all stake holders including multi-disciplinary team and ensure inter-sectoral collaboration
- Develop and implement plan to improve the quality of Maternal and Child Care.
- Deal with disciplinary and grievance matters including monitoring and managing absenteeism, and EPMS
- Manage, coordinate and supervise the provision of nursing care services in the maternity unit and ensure proper record keeping
- Ensure effective implementation of the ANC, Intra-partum and PNC policies
- Ensure effective utilization of all resources i.e. HR, assets, and consumables in the department
- Coordinate the management of diseases within the component and ensure that the Departmental strategic plan is achieved
- Display concern for patients, promoting and advocating proper treatment and care including awareness and outreach programme; display willingness to respond to patient needs
- Assist and facilitate development of Operational Plan, monitor the implementation thereof and submit progress reports; compile and submit statistics
- Participate in clinical audits and ensure implementation of the quality improvement plans supported by strong work ethics
- Co-ordinate special projects and health promotion in line with the program goals of health calendar; supporting and conducting clinic visits
- Provide relief services within the team and provide after hour coverage and work shift as required.

**ENQUIRIES: Mr. S.P. Dlamini**

**TELEPHONE: 035 572 9002**

**Applications to be forwarded to**

**Human Resource Manager  
Othobothini Community Health Centre  
Private Bag X12  
JOZINI  
3969**

**OR**

**Hand-deliver to: Othobothini CHC  
Near Msiyane High School  
JOZINI  
3969**

**CLOSING DATE: 30 APRIL 2024**