TO: ALL HEADS OF DEPARTMENTS IN THE KZN PROVINCIAL ADMINISTRATION

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NO. OTH CHC 08/2020

The content of this Circular Minute must be brought to the notice of all eligible officers on the establishment of all institutions. It must be ensured that all those 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 (Z.83), which is obtainable from any Government Department OR from the website – www.kznhealth.gov.za
   b) Curriculum Vitae, certified copies of identity document, highest educational qualification and professional registration certificates- not copies of certified certificates.

2. The reference number must be indicated in the column provided on the form Z.83 e.g. OTH CHC 08/2020.

3. Persons with disabilities should feel free to apply for the post/s

   N.B. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted.

4. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC).

5. Please note that due to financial constrains no S&T claims will be paid to candidates invited for the interview.

6. Applicants are informed that if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

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.

CLOSING DATE FOR APPLICATIONS: 03/07/2020

MR R.S.M. NGCOBO
OTHOBOTHINI CHC
RE-ADVERTISMENT

JOB TITLE : CLINICAL PROGRAMME CO-ORDINATOR GR1 (OSD)
            QUALITY ASSURANCE CO-ORDINATOR

INSTITUTION : OTHOBOTHINI COMMUNITY HEALTH CENTRE (JOZINI)

REFERENCE NO. : OTH CHC 08/2020

REMUNERATION : R 444 276 P.A.
OTHER BENEFITS : 13TH CHEQUE
                  : 12% RURAL ALLOWANCE
                  : MEDICAL AID (OPTIONAL)
                  : HOUSING ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED
                  REQUIREMENTS)

MINIMUM REQUIREMENTS

- Senior Certificate / STD 10/ Grade 12.
- Degree / Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse.
- A minimum of (7) year’s appropriate / recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
- Proof of current registration with SANC (2020).
- Current Registration with SANC as Professional Nurse (2020)

RECOMMENDATION

- Valid driver’s license
- Computer Literacy

NB. THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO ALSO PERFORM DUTIES OF THE INFECTION PREVENTION AND CONTROL PRACTITIONER (IPC)

Kindly attach Certificate of Service / proof of work experience endorsed by HR.

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES

- Demonstrate in a depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery.
- Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards.
- Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- Demonstrate a basic understanding of HR and financial policies and practices.
- Strong interpersonal communication and presentation skills.
- Knowledge of Total Quality Management.
- Knowledge of National Core Standards and Provincial Quality Initiatives (Human Rights, Batho Pele Principles and Patient Rights Charter)
- Knowledge of IPC guidelines and policies.
KEY PERFORMANCE AREAS

- Work as part of multidisciplinary team to ensure good nursing care by the nursing team.
- Perform quality improvement audits and survey monthly and report to Senior Management.
- Monitor and Evaluate delivery of quality care at the institution and clinics.
- Ensure Implementation of National Core Standards and Provincial initiatives (Patient Rights Charter, Batho Pele Programmes etc.)
- Coordinate quality improvement initiative at the institution and clinics.
- Monitor and Evaluate compliance to the National and Provincial Quality Programmes e.g. norms and standards for the PHC and District Hospital; package of care.
- Provide advice on various aspects of quality care and IPC to the institution and clinics.
- Provide monthly reports to both Supervisor and CHC Management about progress of service delivery.
- Conduct and provide IPC surveillance report and feedback to the relevant stakeholder.
- Monitor clinical areas on regular basis to ensure compliance to IPC guidelines and processes.
- Ensure that all Departments are provided and trained to all IPC guidelines.
- Ensure that written/existing policies and procedures are reviewed and implemented.
- Ensure proper reporting of proper notifiable diseases.
- Represent the institution in the District and Provincial IPC Forum.

AFRICAN MALES ARE MOST WELCOME TO APPLY.

ENQUIRIES: MR. R.S.M. NGOCOBO

Applications should be forwarded to:

Human Resources Manager
OThobothini Community Health Centre
Private Bag x 012
Jozini
3969

OR

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

TELEPHONE: 0663209734 / 0721336412