TO: ALL HEADS OF DEPARTMENTS
IN THE KZN PROVINCIAL ADMINISTRATION

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NO. OTHO CHC 15/2019

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 (Z83), 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. OTHO CHC 15/2019.

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.

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: 18 OCTOBER 2019

ACTING CEO
OTHOBOTHINI CHC
POST ADVERTISEMENT

JOB TITLE: ASSISTANT MANAGER: NURSING - GENERAL
(MONITORING & EVALUATION)

INSTITUTION: OTOBOTHINI COMMUNITY HEALTH CENTRE

REFERENCE NO.: OTHO CHC 15/2019

REMNUNERATION: R 562 800.00 PER ANNUM

OTHER BENEFITS:
13TH CHEQUE
12% RURAL ALLOWANCE
UNIFORM ALLOWANCE
MEDICAL AID (OPTIONAL)
HOME OWNER'S ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)

MINIMUM REQUIREMENTS
- Matric / Grade 12
- Basic R425 qualification (i.e. diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse).
- Proof of current registration with SANC (2019)
- A minimum of 8 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.
- Proof of Computer Literacy (Ms Word, Excel, PowerPoint and Outlook)
- Valid driver's license
- Certificate of Service/ proof of experience endorsed by HR must be attached

RECOMMENDATIONS
Degree/ Diploma in Nursing Administration/ Management

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES
- Knowledge and understanding of legislative framework governing the public service including knowledge of HR and Finance policies and practices.
- Good communication, report writing and facilitation skills.
- Ability to work in a multidisciplinary team setting and maintaining meaningful relationship with a diverse community
- Ability to plan and organize own work time, and that of supervised personnel
- Planning, coordinating and organising skills
- Conflict Management and negotiation skills.
- Leadership skills and problem solving and skills.

KEY PERFORMANCE AREAS
- Co-ordinate the development of service delivery operational and improvement plans for facility and attached clinics.
- Implement, monitor and evaluate early warning system on the implementation of institutional plans.
- Manage, supervise and oversee Data Management, Quality Assurance and Infection Prevention and Control programs in the institution and attached clinics
- Coordinate the development, compilation and alignment of all institutional plans with the District Health plan
- Oversee the development, implementation and maintenance of a reliable and accurate information management system in line with Departmental policy and system imperatives.
- Ensure that the facility meets deadlines of reporting by compiling and submitting institutional reports on time
- Actively monitor and evaluate the performance of institutional performance, compile reports on deviation and inform management timeously.
- Coordinate the formulation and functioning of all clinical governance committees.
- Actively drive quality assurance and service excellence initiatives and ensure implementation of the total quality management framework.
- Coordinate staff training and updates on quality health care initiatives for ensuring service excellence.

ENQUIRIES: NI MTHETHWA

Applications to be forwarded to

Human Resource Manager
Othobothini Community Health Centre
Private Bag X026
JOZINI
3969

OR

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

TELEPHONE: 0832043264