TO HEADS OF ALL DEPARTMENTS

VACANCY IN THE DEPARTMENT OF HEALTH: PHOENIX COMMUNITY HEALTH CENTRE: ETHEKWINI

CIRCULAR MINUTE: PCHC 03/2020

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all institutions. Institutions must ensure 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.

DIRECTION TO CANDIDATES

1. The following documents must be submitted:
   - Applications for Employment Form (Z83), which is available from any Government Office OR the website www.kznhealth.gov.za
   - Certified copies of ID document, Grade 12 / Matric, highest educational qualifications, registration certificates plus proof of current registration with SANC, (Not copies of certified copy)
   - Curriculum Vitae
   - Certified copies of certificates of service
   - The reference number must be clearly indicated in the column provided on the form Z.83 i.e. PCHC 03/2020.
   - Proof of current and previous work experience endorsed and stamped by Human Resource Office. Period of experience must be clear i.e. date, month and year).
   - Faxed and emailed applications will not be considered.

2. The appointment is subject to the positive outcome obtained from NIA to the following checks: (Security checks, Credit records, CIPC, qualification, citizenship and previous experience verification)

3. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications authority (SAQA) to their
applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.

4. The post will be filled in terms of the Employment Equity Target

5. Please note that due to a large number of applications anticipated, applications will not be acknowledged, however applicants will be advised of the outcome of their application in due course.

6. Persons with disabilities should feel free to apply for the post.

7. Please note that due to a large number of applications anticipated, applications will not be acknowledged, however applicants will be advised of the outcome of their application in due course.

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

**NB: AFRICAN MALES ARE ENCOURAGED TO APPLY.**

**NB: NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews**

Enquiries : Dr B.C Badripersad
Telephone : 031 5380806
Closing date : 10 July 2020

Application to be forwarded to: The Human Resource Manager
Phoenix Community Health Centre
P/Bag x 007
Mount Edgecombe
4300

OR Hand delivered to: The Human Resource Manager
Phoenix Community Health Centre
30/32 Brookstone Place
Whetstone, PHOENIX

Attention: Mr V.S Mtshali

*(Signed original is available on request.)*
POST : Deputy Manager Nursing
COMPONENT : Nursing Management Services
CENTRE : Phoenix Community Health Centre
REFERENCE NO : PCHC 03/2020
NO. OF POST : 01
SALARY PACKAGE : R843 618.00 per annum. All-inclusive package (This inclusive package consists of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules)

MINIMUM APPOINTMENT REQUIREMENTS
- Grade 12/ Senior Certificate
- Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse.
- Certificate of registration with SANC as a Professional Nurse
- Current registration with SANC as a Professional Nurse (2020 SANC receipt)
- Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
- At least 4 years of the period referred to above must be appropriate/recognizable experience at managerial level
- Certificate of service stamped by HR must be attached
- Proof of current/ previous experience stamped and signed by HR must be attached

RECOMMENDATIONS
- One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)
- Degree or Diploma in Nursing Administration / Management accredited with SANC

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES
- Good communication, report writing and facilitation, leadership, analytical skills, organizational decision making and problem solving skills, interpersonal skills, diplomacy, ect.
- Good human relations displaying a concern for patients, promoting and advocating proper treatment and care
- Including willingness and awareness to respond to patients needs
- Good Financial and Human Resource management
KEY PERFORMANCE AREAS

- To provide Leadership and facilitate Strategic Planning, Policy Planning, Develop and implementation.
- To exercise overall control over Nursing Care, including information and implementation of Nursing Programs, Execution and Evaluation thereof.
- To execute duties and function with proficiency, in support of aims and strategic objectives of this facility and of the Department of Health
- To demonstrate facility’s commitment to quality nursing care and ensure compliance with National Core Standards.
- Facilitate and oversee the development of nursing operational / business plans to give strategic direction by managing and coordinating the activities of the component
- To ensure control of the selection recruitment and development Nursing Staff
- To ensure control of Disciplinary matters, grievances and Labour issues in the nursing department.
- Advocate and ensure the promotion of nursing ethos and professionalism.
- Plan, manage, coordinate, monitor and evaluate service delivery.
- Facilitate cost control in the utilization of both human and material resources.
- Advise CHC Manager and Management team on norms and standards of Nursing Practices.
- Ensure Systems and Processes are in place to support implementation of objectives.
- Facilitate clinical workshops and meeting to update Nursing Staff
- Ensure compliance with relevant legislation legislations including OHS Act.
- Submit verbal and written reports timeously to the CHC Manager.
- Coordinate, Facilitate and implement Quality Improvement Initiatives and Good Governance
- Ensure compliance with statistics collection and adherence to data management principles of the KZN DOH by the nursing component
- Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs.

NB: AFRICAN MALES ARE ENCOURAGED TO APPLY

Enquiries : Dr BC Badripersad
Telephone : 031-538 0806
Closing Date : 10 July 2020

(Signed original is available on request.)

CHIEF EXECUTIVE OFFICER
Date: ____________