TO HEADS OF ALL DEPARTMENTS

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

CIRCULAR MINUTE: PCHC 05/2020

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, (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 05/2020.
   - 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.

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativeness 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

Enquires : Ms PN Ngcobo
Telephone : 031 5380808
Closing date : 17th 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 VS Mtshali

(Signed original is available on request.)

CHIEF EXECUTIVE OFFICER Date
**POST**: Operational Manager Nursing  
**COMPONENT**: MOPD, ACUTE DISEASE AND OPHTHALMIC  
**CENTRE**: Phoenix Community Health Centre  
**REFERENCE NO**: PCHC 05/2020  
**NO. OF POST**: 01  
**SALARY PACKAGE**: R562 800.00 per annum.  
**OTHER BENEFITS**: 13th Cheque, medical Aid (Optional) and Home Owner allowance (employee must meet prescribed Requirements)

**MINIMUM APPOINTMENT REQUIREMENTS**

- Senior certificate/Matric or equivalent **Plus**
- Basic R425 qualification – Diploma/Degree in General Nursing & Midwifery or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse.
- One year post basic qualification in in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)
- Current registration with SANC as a Professional Nurse & PHC Nurse (2019/2020 SANC receipt)
- A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
- At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty.
- Proof of work experience (Certificate of service) endorsed by Human Resource department
- **Certificate of service from current/ previous employers stamped and signed by HR must be attached**

**KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES**

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as:
  - Nursing act, Occupational health and safety act, Patients’ rights charter, Bathe Pele principles, Public service regulations, Labour relations act, Disciplinary codes and procedures, Grievance procedure,
  - Financial and budgetary knowledge pertaining to the relevant resources under management
  - Insight into procedures and policies pertaining to nursing care.
  - Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework
  - Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
  - Computer skills in basic programs.
KEY PERFORMANCE AREAS

- Ensure implementation of comprehensive Primary health care package and quality nursing services.
- Participate actively in NCS and Ideal Clinic committees and ensure implementation of standards.
- Work as part of multidisciplinary team to ensure good nursing care.
- Ensure effective control of financial, material and human resources.
- Demonstrate effective communication with patients, community and with multidisciplinary team.
- Participate in the analysis and formulation of nursing policies and procedures.
- Provide direct and indirect supervision of all staff within institution.
- Monitor implementation and performance of NCD’s indicators on daily, weekly and monthly basis.
- Participate in Mortality and morbidity committee and ensure improvement in patient care.
- Ensure that staff is orientated, mentored and developed to provide quality patient care.
- Ensure monitoring, management and control of absenteeism.
- Ensure that patients are nursed in a safe and therapeutic environment.
- Ensure that discipline and professionalism is instilled and maintained.
- Participate in activities aimed at fully integrating all services to the main stream of health care services within the sub district.

NB: AFRICAN MALES ARE ENCOURAGED TO APPLY

Enquiries : Ms PN Ngcobo
Telephone : 031-538 0808
Closing Date : 17th July 2020

(Signed original is available on request.)