



PRINCE MSHIYENI MEMORIAL HOSPITAL

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HUMAN RESOURCE MANAGEMENT SERVICES

Enquiries: Mr. M.F Mlambo

Telephone: 031 907 8117

Date: 17 January 2024

TO: HEADS OF INSTITUTIONS

ADVERTISEMENT PMMH01/2024: VACANCIES IN THE DEPARTMENT OF HEALTH: PRINCE MSHIYENI MEMORIAL HOSPITAL CLOSING DATE: 09 FEBRUARY 2024

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the posts are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:

- 1) The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) ONLY. **Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources**
- 2) The official **Z83 form** 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za/vacancies.
- 3) The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number: PMMH/OM/UMBU/01/24.
- 4) **For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: -**
 - a) All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs
 - b) Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system.
 - c) Applicants must update their profile on the system, which is in line with the approved Z83 application form.
 - d) Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc.
- 5) The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications).
- 6) The successful candidate would be required to sign a performance agreement within three months of appointment.
- 7) Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please.
- 8) **Persons with disabilities from all designated race groups are encouraged to apply for the post.**
- 9) Please note that no S&T payments will be considered for payment to candidates who are invited for interviews.
- 10) It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered
- 11) The Department reserves the right not to fill the post/s.

Failure to comply with the above instructions will disqualify applicants.

(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.)

Original signed and by the CEO (copy available on request)

MR GBCTE KHAWULA

CHIEF EXECUTIVE OFFICER

VACANCIES AT PRINCE MSHIYENI MEMORIAL HOSPITAL - CLOSING DATE: 09 FEBRUARY 2024

POST : OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

INSTITUTION	REFERENCE NO	COMPONENT	NO OF POSTS
PRINCE MSHIYENI MEMORIAL HOSPITAL	PMMH/OM/UMBU/01/24	UMBUMBULU CLINIC	1

SALARY SCALE: R 627 474.00 – R703 752.00 p.a.**OTHER BENEFITS**

- Home Owner Allowance (conditions apply)
- 13th Cheque (conditions apply)
- Medical Aid (Optional)
- In- hospital Area Allowance(8% of basic salary)

MINIMUM APPOINTMENT AND EXPERIENCE REQUIREMENTS: PROFESSIONAL NURSE GRADE.1

- Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse “A post basic nursing qualification with duration of at least 1year in ‘Clinical assessment, diagnoses, treatment and care.
- Current registration with the SANC (2023) as Professional Nurse
- **Experience:** A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience after obtaining one 1 year post basic qualification in Primary Health Care.

RECOMMENDATION

- Computer literacy
- Valid driver's license

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of nursing statutes and other relevant legislative frameworks.
- Knowledge of Health Care Service delivery.
- Knowledge of disciplinary processes.
- Knowledge of basic / standard management principle of approach.
- The ability to function well with a team.
- Sound communication, interpersonal, counseling and time management skills.
- Understanding of Human Resource needs and developments as well as financial policies and practices.
- Decision making and problem solving skills.
- Interpersonal skills in dealing with conflict management.
- Knowledge and implementation of Batho Pele principles.
- Supervisory and analytical thinking skills.
- Ability to plan, organize own work, time and that of support personnel to ensure proper nursing care.
- Ability to formulate departmental service standards.

KEY PERFORMANCE AREAS

- Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in PHC in conjunction with team members within professional and legal framework.
- Provide efficient and effective management and leadership in the unit.
- Ensure effective, efficient management of resources including staff, budgetary planning and procurement Process.
- Supervise and monitor clinical competencies of staff ensuring that principles of nursing care are implemented.
- Ensure that disciplinary measures are implemented in accordance with Labour Relations Act.
- Ensure implementation of OHSC and Ideal clinic requirement.
- Promote a harmonious conducive working environment to enhance quality patient care.
- Facilitate and participate in development training and mentorship of staff and students.
- Develop, monitor and evaluate staff performance through EPMDS.
- Establish and maintain constructive working relationship with Nursing and other stakeholders.
- Formulate ward policies, guidelines, SOP's and protocols.
- Develop and implement strategies for Infection Prevention and Control in the unit.
- Conduct clinical audits and verify statistics.
- Strengthen ethics and professionalism in the unit.
- Monitor and control the quality of patient care.

ENQUIRIES: MS. M MLOTSHWA**031 907 8323****CLOSING DATE: 09 FEBRUARY 2023**

Applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, MOBENI, 4060 or Hand deliver to A-Block 1st Floor white applications box.