



PRINCE MSHIYENI MEMORIAL HOSPITAL
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www.kznhealth.gov.za

Enquiries: Mr. M.F Mlambo
Telephone: 031 907 8117
Date: 02 April 2024

TO: HEADS OF INSTITUTIONS

ADVERTISEMENT: VACANCIES IN THE DEPARTMENT OF HEALTH: PRINCE MSHIYENI MEMORIAL HOSPITAL CLOSING DATE: 26 APRIL 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 11/2024.
- 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

RE-ADVERTISEMENT: APPLICANTS WHO PREVIOUSLY APPLY MAY RE-APPLY

POST : OPERATIONAL MANAGER NURSING: (GENERAL STREAM)

INSTITUTION	REFERENCE NO	COMPONENT	NO OF POSTS
PRINCE MSHIYENI MEMORIAL HOSPITAL	PMMH 11/2024	OUTPATIENT SERVICES	1

SALARY SCALE: R 497 193.00 – R559 686.00 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: OPERATIONAL MANAGER NURSING (GENERAL STREAM)

- Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a *Professional Nurse*.
- Certificates of Registration with the SANC (General Nursing and Midwifery)
- Current registration with the SANC (2024)

Experience: a minimum of **7** years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

RECOMMENDATION

- Computer literacy

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:

- Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices.
- Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required.
- Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele)
- Demonstrate a basic understanding of HR and Financial policies and practices.
- Demonstrate basic computer literacy as a support tool to enhance service delivery.
- Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

KEY PERFORMANCE AREAS

- Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient in outpatient services.
- Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance.
- Perform duties within the ambits of legal framework as required.
- Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences.
- Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required.
- Ensures implementation of programs relevant to the area of speciality.
- Serves in quality improvement, IPC and Health and Safety committees

NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

CLOSING DATE: 26 APRIL 2024

ENQUIRIES: MRS R.M ABBOO

031 907 8518

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 (Attention: MR. M.F Mlambo)