



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

PORT SHEPSTONE REGIONAL HOSPITAL

Private Bag X5706, PORT SHEPSTONE 4240

Bazley Street, PORT SHEPSTONE 4240

Tel: 039 688 6000 Fax: 039 688 6274

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NUMBER PSRH.02/2024

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 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) The most recent Z83 Application form for employment, which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. The Z83 must be completed in full.

(b) Detailed Curriculum Vitae (CV) – information such as Educational Qualification, date/s of registration with relevant Councils, relevant work experience and periods in service should be clearly indicated on the CV.

(c) Applications are not required to submit copies of qualification and other relevant documents with the application. NB HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview.

(d) Applications must be submitted on or before the closing date, late/incomplete applications will be eliminated.

2. The reference number must be indicated in the column provided in the Z83 e.g. PSRH 01/2023.

3. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (Security Clearance (Vetting), Criminal clearance, credit records, and citizenship), verification of educational Qualifications by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC)

4. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor.

5. Applicants are respectfully informed that, if no notification of appointment is received within Three (3) months after the closing date, they must accept that their applications were unsuccessful.

6. The Department reserves the right to or not to make appointment(s) to the advertised post(s).

7. 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.

8. Port Shepstone Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the institution. People with disabilities should feel free to apply for the advertised post.

9. All shortlisted candidates will be required to submit proof of current and previous work experience (certificate of Service) endorsed and stamped by the Human Resource department prior to the date of the interview.

(N.B) KINDLY BE INFORMED THAT DUE TO THE SEVERE BUDGET CONSTRAINTS, THE DEPARTMENT IS EXPERIENCING, S&T CLAIMS & RESETTLEMENT (INCLUDING REMOVAL OF BELONGINGS) WILL NOT BE PAID TO ANY CANDIDATE THAT IS ATTENDING THE INTERVIEW PROCESS AND THOSE FOUND SUITABLE FOR APPOINTMENT.

Closing date: 02nd of FEBRUARY 2024


DEPUTY DIRECTOR: HRM

DATE: 18/12/2023


ACTING - CHIEF EXECUTIVE OFFICER

DATE: 18/12/2023

**POST
CENTRE
NO OF POST
REFERENCE
SALARY**

**OPERATIONAL MANAGER- NIGHT DUTY
PORT SHEPSTONE REGIONAL HOSPITAL**

02

PSH 02/2024

R 497 193 - 00

**OTHER BENEFITS: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance
(employee must meet prescribed requirements)**

MINIMUM EDUCATION REQUIREMENTS FOR THE POST

Matric/Senior Certificate

Degree / Diploma in General nursing science

Diploma in Midwifery nursing science

Current registration with South African Nursing Council as a general nurse and midwife/Accoucher

A minimum of 7 years appropriate / recognizable experience in nursing after registration as a

General nurse and midwife in a hospital environment

Current SANC Receipt for 2024

Certificate of service endorsed by HR

KNOWLEDGE, SKILLS AND EXPERIENCE

Leadership, management, planning, organizing and co-ordination skills.

Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery. Clinical competencies and policy formulation. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs, clinical guidelines, protocols, policies and procedures. Good communication, interpersonal, negotiation, decision-making, problem-solving, conflict management, counselling, teaching, mentorship and supervisory skills. Basic financial management skills. Knowledge of Code of Conduct, Labour Relations and related policies.

RESPONSIBILITIES / KRA'S

Ensure smooth running of the hospital in the absence of senior management. Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner. Facilitate and strengthen implementation of health care service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Participate and ensure implementation of Regulated Norms and Standards, National Health Priorities, Ideal hospital and maintenance realization, Batho Pele principles, quality improvement initiatives including national priority program plans. Identify staff training needs, ensure that effective development takes place and monitor performance thereof. Ensure that KZN priority objectives are met and demonstrate effective communication with staff, patients, colleagues and clinicians including report writing and presentation and ensure effective and efficient management and utilization of resources including staff, material, financial, etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Participate in analysis, formulation, implementation and review of hospital and unit standard operating procedures, standards and procedures. Take charge ship of hospital after hours in the absence of senior management. Ensure efficient data flow and information management and maintain client and staff satisfaction through setting and monitoring of service standards. Demonstrate adequate knowledge of Covid-19 protocols.

Detailed application for employment (Z83) and Curriculum Vitae.

Certified copies – MUST NOT BE SUBMITTED WHEN APPLYING FOR EMPLOYMENT.

NB:

APPLICANTS ARE ENCOURAGE TO UTILISE COURIER SERVICES

(ONLY SHORT LISTED CANDIDATES WILL BE REQUESTED TO SUBMIT PROOF OF QUALIFICATIONS AND OTHER RELATED DOCUMENTS)

ENQUIRIES

Mrs MC Maqutu (039) 688 6117

APPLICATIONS

Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240.

FOR ATTENTION

Mr. ZM Zulu

CLOSING DATE

02ND FEBRUARY 2024

NOTE

NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications