

DIRECTORATE: HR

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RICHMOND
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VACANCIES IN THE DEPARTMENT OF HEALTH (RICHMOND HOSPITAL)

CIRCULAR MINUTES NO. RCH02/2024

The content of this Circular Minute must be brought to the notice of all eligible officers and Employee's on your establishment without delay, including those in Regional /District offices. Institutions must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal working places.

DIRECTIONS TO THE CANDIDATES

1. The following documents must be submitted: -

(a) Application for Employment Form (Z.83), which is obtainable from any Government Department OR from the website – www.kznhealth.gov.za **NO FAXED APPLICATIONS!**

NB: SECTION A AND B MUST ALSO BE FILLED.

(b) Certified copies of highest educational qualifications, not older than 3 months–not copies of certified copies.

(c) Applications for employment must submit fully completed Z83 form and fully updated CV only , Copies of certified qualification and other relevant documents will be requested from shortlisted candidates.

NB: failure to comply with the above instruction will disqualify applicants

2. The reference number must be indicated in the column provided on the form Z.83

E.g., reference number RCH 04/2023

3. The appointment is subject to the positive outcome obtained from NIA/CIPC to the following checks: (security checks, credit records, qualification, citizenship and previous experience verification)

4. Please note due to the large number of applications anticipated, applicants will not be acknowledged. Only those interviewed will be informed of the outcome.

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

NB: failure to comply with the above instructions will disqualify applicants.

(This department is an equally opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the department).

NB! DUE TO FINANCIAL CONSTRAINTS, NO S&T WILL BE PAID TO CANDIDATES.

PEOPLE WITH DISABILITIES ARE INVITED TO APPLY AS WELL

ALL APPLICATIONS TO BE FORWARDED: OR HAND DELIVERED TO

The Human Resource Manager
Richmond Hospital
P.O Box 133
Richmond
3780

Original signed by CEO

DR.BI GEBASHE
ACTING CHIEF EXECUTIVE OFFICER
RICHMOND HOSPITAL

ADVERTISEMENT OF POST

POST: OPERATIONAL MANAGER – PHC SUPERVISOR- RICHMOND SUB- DISTRICT
CENTRE: RICHMOND HOSPITAL
NO OF POSTS: 01
COMPONENT NURSING
REFERENCE: RCH01/2024
SALARY: R 664 485.00 PER ANNUM, PLUS
8% RURAL ALLOWANCE
13TH CHEQUE, MEDICAL AID (OPTIONAL), AND
HOUSING ALLOWANCE
(EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)

MINIMUM REQUIREMENTS FOR THE POST

- Diploma/Degree in General Nursing and Midwifery plus one year diploma in PHC
- Current Registration with SANC as general Nurse and Primary Health Care Nurse
- A minimum of 9 years recognizable nursing experience after registration as professional nurse with SANC in General Nursing of which 5 Years must be recognizable experience after obtaining one year post basic qualification in primary Health Care.
- Computer literacy with a proficiency in MS Office Software applications
- Drivers licence un endorsed
- Proof of previous and current work experience endorsed and stamped by HR

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED FOR THE POST

- Financial Management
- Leadership, organizational, decision making and problem solving
- Knowledge of public service policies and other Health Related prescripts
- Sound knowledge of code of conduct
- Good interpersonal skills.
- Human resources Management and Labour Relations act

KEY RESPONSIBILITY AREAS

- Manage, facilitate and supervise provision of comprehensive core package of Service at PHC level including priority programs and quality improvement programs, in conjunction with professional and legal framework.
- Provide quality Comprehensive Primary Health Care in Sub-District facilities through regular support visits to Clinics and Outreach Program.
- Assist and facilitate development of the Operational plan, monitor the implementation and submit progress reports.
- Facilitate clinical audits in the PHC and ensure implementation of quality improvement plans supported by strong work ethics.
- Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs, requirements and work as part of a multi- disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.
- Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan.
- Manage and co-ordinate smooth running and integration of the HAST program with facilities.
- Ensure implementation, monitoring and evaluation of EPMDS in the operational area.
- Manage and support education, in-service training, and practice development initiatives in the facilities, professional growth, ethical standards and participation in training and research.
- Deal with disciplinary and grievance matters including monitoring and managing absenteeism.

- Implement consequence management for non-compliance.
- Ensure Batho pele principles, National Core standards are and Ideal Clinic priorities are implemented.
- Monitor Clinic performances through capturing of Complaints, Compliments, Suggestions, PSI's, PEC, Waiting times etc.
- Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational Health and Safety act.
- Ensure completion of accident/incident reports as they occur and timeous reporting.
- Coordinate special projects and health promotion in line with program goals of health calendar.
- Ensure accurate collation, analysis and verification of data within your jurisdiction prior to submission.
- Maintain constructive working relationship with all stakeholders i.e inter- professional and multi-disciplinary team.
- Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities.
- Advocate and promote nursing ethos and professionalism in the facilities.
- Administer an evidence result-based monitoring system in the facilities.
- Supervise and support implementation of Community Oriented Primary Health Care.
- Report clinic performances to Assistant Manager Nursing.
- Participate in Primary Health Care Sub –District Meetings.
- Deputize Assistant Manager Nursing and take over his/her responsibilities in absence.

TELEPHONE: 033 212 2170
ENQUIRIES: Mrs .N.A Mbana

CLOSING DATE: 18 January 2024

Original signed by CEO

**DR. BI GEBASHE
ACTING CHIEF EXECUTIVE OFFICER
RICHMOND HOSPITAL**