ADVERTISEMENT

"This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of the Department. Persons with disabilities should feel free to apply for the post."

VACANCY IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minutes must be brought to the notice of all 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 the circular minute even if they are absent from the normal place of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
   a) Application for employment form (Z83), which is obtainable at the Human Resource Department OR from the website – www.kznhealth.gov.za
   b) Certified copies of ID, Matric, highest educational qualifications and professional registration with the HPCSA certificate – not copies of certified copies.
   c) Current registration with HPCSA.
   d) Updated Curriculum Vitae.
   e) Certified copy of certificate of service.
   f) The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019

2. Persons with disabilities should feel free to apply for the post.
3. Faxed documents will not be accepted.

NB: Failure to comply with the above instructions will result in disqualification of the application

4. Please note that due to the large number of applications envisaged to be received, application will not be acknowledged. If you are not contacted by us after 3 months after the closing date, please regard your application as being unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course.
5. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening.
6. Please note due to financial constraints, there will be no S & T claims to be paid to the people attending.
7. The application should be sent to: HUMAN RESOURCE DEPARTMENT R.K. KHAN HOSPITAL PRIVATE BAG X004, CHATSWORTH, 4030

OR Hand deliver to Human Resource Department Ground Floor Room

Mrs. CNN Mkhwanazi
Chief Executive Officer

CHIEF EXECUTIVE OFFICER

Date: 12/10/19

Fighting Disease, Fighting Poverty, Giving Hope
POST: ASSISTANT NURSING MANAGER (NIGHT DUTY)
NO. OF POSTS: 1
REFERENCE NO.: RKK/ANM/ 02/2019
INSTITUTION: R. K. KHAN HOSPITAL, CHATSWORTH
DEPARTMENT: NURSING
SALARY: R 562 800.00 - R 633 432.00 PER ANNUM
OTHER BENEFITS: 13TH CHEQUE MEDICAL AID [OPTIONAL] HOUSING ALLOWANCE - EMPLOYEE MUST MEET THE PRESCRIBED REQUIREMENTS

MINIMUM REQUIREMENTS:

- Degree/ Diploma in General Nursing and Midwifery.
- Proof of registration with South African Nursing Council.
- A minimum of eight (8) years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 three years of the period must be appropriate/recognisable experience at management level.
- Diploma/Degree in Nursing Administration will be an advantage.
- Proof of experience should be attached to the application. (Certificates of service or official letters from previous/current employers, stamped and endorsed by HR office)

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Leadership, management, planning, organizing and co-ordination skills.
- Clinical competencies and policy formulation skills.
- Knowledge of Nursing care delivery approaches.
- Knowledge of relevant legislative framework governing the public service as well as Nursing Acts and Regulations.
- Good verbal and written communication skills.
- Conflict management, Mentorship and Supervisory skills.

KEY PERFORMANCE AREAS:

- Ensure effective management, supervision and utilization of human and material resources.
- Ensure adherence to prescribed nursing policies and procedures.
- Ensure smooth running and co-ordinate hospital services during the night.
- Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care at night.
- Plan and create a clean and safe physical environment and exercise infection prevention and control measures.
- Provide relevant health information to health care users to assist in achievement of optimal healthcare and rehabilitation of patients.
- Deal with disciplinary and grievance matters in monitoring of absenteeism.
- Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital.
- Display concern for patients.
- Advocate treatment including awareness and willingness to respond to patients’ needs.
- Prepare duty rosters, control drugs, liaise with the multidisciplinary team, conduct rounds and prepare handover reports.
- Participate in EPMDS management.
- Participate in implementation of National Core Standards.
- Participate in nursing and clinical audits.
- Manage complaints and patient safety incidents.

NB! Due to cost cutting measures, S&T Claims will not be paid to those who will be attending interviews.

Candidates who will be appointed in the position will not be paid/reimbursed for resettlement and relocation claims

ENQUIRIES : MRS.C.Z.L SIMELANE [NURSING MANAGER]

031 459 6030

CLOSING DATE : 08 NOVEMBER 2019