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
   g) Persons with disabilities should feel free to apply for the post.
   h) Faxed documents will not be accepted.

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

2. 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.
3. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening.
4. Please note due to financial constraints, there will be no S & T claims to be paid to the people attending.
5. 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 35

Mrs. CNC Mkhwanazi
Chief Executive Officer

CHIEF EXECUTIVE OFFICER

Date: ____________________

Fighting Disease, Fighting Poverty, Giving Hope
POST : ASSISTANT NURSING MANAGER (MONITORING AND EVALUATION) LEVEL 10

NO. OF POST : 01
REFERENCE NO. : RKK/ANM/ 03/2019
INSTITUTION : R. K. KHAN HOSPITAL, CHATSWORTH
COMPONENT : THE SUCCESSFUL CANDIDATE WILL REPORT DIRECTLY TO THE OFFICE OF THE CEO

SALARY : R 532 449.00 - R 617 253.00 PER ANNUM, PLUS 13TH CHEQUE, MEDICAL AID (OPTIONAL), HOME OWNERS ALLOWANCE, EMPLOYEE MUST MEET THE PRESCRIBED REQUIREMENTS.

MINIMUM REQUIREMENTS:

- Senior Certificate/ Matric
- Diploma / Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse
- Certificate of Registration with SANC
- Current registration with SANC (2019)
- A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least three (3) years of the experience referred to above must be appropriate/recognizable experience at management level.
- Proof of employment/Certificate of Service endorsed by the Human Resource office must be attached to application.
- Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications.

RECOMMENDATION

- Planning, Monitoring and Evaluation experience in a Health Care environment will be an added advantage.
- A valid EB (08) drivers licence, Software applications: MS Office

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES

- Knowledge of the legislative, policy and Monitoring & Evaluation Framework informing health service delivery,
- Knowledge of hospital quality assurance and infection prevention control practices,
- Knowledge of hospital functions and operations Understand HR Policies and practices and staff relations Ability to critically analyse complex information and to interpret that in relation to performance health outcomes relevant to institution, and performance reports.
- Strong leadership, Planning and organizational, Advanced Project Management, Financial Management, Decision making skills.
- Ability to work independently and under pressure, problem solving.
- High level of communication skills, both written and verbal.
- Computer skills, Human Resource Management Skills, Analytical skills and the ability to capture in concise reports, advanced facilitation skills to manage consultation
KEY PERFORMANCE AREAS:

- Administer an evidence results-based monitoring and evaluation system in the Institution as well as feeder facilities within the Provincial Monitoring & Evaluation Framework and monitor research activities in the Institution
- Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed Performance and other reports
- Ensure that Institutional Plans are in place and aligned with the District Health Plan
- Ensure planning, Monitoring & Evaluation supports to all departments in the Institution as well as feeder facilities. Ensure the efficient and effective utilization of resources allocated to the component inclusive of the development of staff.
- Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws.
- Monitor and report on performance of all departments in the facility
- Ensure that quality control systems and plans are in place for use during inspection and auditing to provide objective evidence of findings and ensure implementation of action plans
- Ensure implementation of the total quality management framework and compliance to National Core Standards
- Ensure maintenance, the development of institutional policies and protocols

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.N.N. MKHWANAZI [CHIEF EXECUTIVE OFFICER] 031 459 6001

CLOSING DATE : 08 NOVEMBER 2019