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,
   CHATS WORTH, 4030

OR Hand deliver to Human Resource Department Ground Floor Room

Mrs. CNN Mkhwanazi
Chief Executive Officer

Date: 18/10/19

Fighting Disease, Fighting Poverty, Giving Hope
POST : OPERATIONAL MANAGER NURSING [GENERAL]
(MEDICAL WARD)

INSTITUTION : R.K. KHAN HOSPITAL
COMPONENT : NURSING
NUMBER OF POSTS : 02
REFERENCE : RKK/OMN/04/2019
SALARY : R 444 276-00 – R 500 031.00 PER ANNUM
OTHER BENEFITS : 13TH CHEQUE MEDICAL AID [OPTIONAL]
HOUSING ALLOWANCE - EMPLOYEE MUST MEET THE
PRESCRIBED REQUIREMENTS

MINIMUM REQUIREMENTS:

- Matric/Senior certificate (Grade 12) or equivalent qualification
- Degree/Diploma in General Nursing Science and Midwifery
- Current registration with South African Nursing Council as Professional nurse and a midwife
- Current proof of registration with SANC for 2019
- Minimum of 7 years appropriate/recognizable experience in Nursing after registration as
  Professional nurse with SANC in General Nursing
- Proof of previous and current work experience and the service record endorsed by the Human
  Resource Department.
- 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)

RECOMMENDATION:

- Computer Literacy

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES REQUIRED:

- Knowledge of public service acts, regulations
- Knowledge of Nursing Care processes and procedures
- Leadership, organizational, decision making and problem solving abilities within the limit of
  public sector and institution policy framework.
- Financial and budgetary knowledge pertaining to the nursing care.
- Knowledge of policy directives informing HAST Programmes in the department.
- Good Interpersonal relations including negotiating, conflict handling, counselling and
  disciplinary skills.
- Basic computer skills.

KEY PERFORMANCE AREAS:

- Promote, facilitate and monitor implementation of quality health care delivery.
- Supervise and ensure the provision of an efficient patient care through adequate nursing care.
- Manage all resources within the unit effectively and efficiently to ensure optimal service
  delivery.
- Ensure implementation of PMDS.
- Participate in all initiatives with the aim of achieving quality service provision.
- Maintain professional growth, ethical standards and self-development.
• Ensure that the units comply with the National Core Standards to meet the needs and the demands of clients.
• Provide a safe therapeutic and hygienic environment as laid down by the applicable prescripts.
• Promote and monitor IP&CS strategies in the units.
• Demonstrate an understanding of Human Resource and Financial Management practices and procedures.
• Ensure Quality Data Management and utilization.

**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