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 01/2020

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.
7. Please note due to financial constraints, there will be no S & T claims to be paid to the people attending.
8. 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 2ND Floor Recruitment Officer

CHIEF EXECUTIVE OFFICER
R.K. KHAN HOSPITAL

CHIEF EXECUTIVE OFFICER

DATE: PRIVATE BAG X004
CHATSWORTH 4030

Fighting Disease, Fighting Poverty, Giving Hope
POST: OPERATIONAL MANAGER NURSING- NIGHT DUTY (GENERAL STREAM)
REFERENCE NO.: RKK/0M/02/2020
INSTITUTION: R. K. KHAN HOSPITAL, CHATSWORTH
SALARY PACKAGE: R 444 276.00 PER ANNUM
OTHER BENEFITS: 13TH CHEQUE, MEDICAL AID (Optional), Home Owner Allowance (Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS

- Grade 12/ Senior Certificate.
- Degree/Diploma in General Nursing and Midwifery
- Current registration (2020) with SANC as Professional Nurse.
- Certificate of registration as Professional Nurse and midwife.
- A minimum of seven (07) years appropriate recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
- Proof of experience endorsed by Human Resource Department /Certificate of service.

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES.

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patient’s Rights Charter, Labour Relations Act, Grievance procedures, etc.
- Leadership, organizational, decision making and problem solving skills.
- Interpersonal skills including public relations, negotiating, conflict handling and counselling.
- Financial and budgetary knowledge.
- Good insight of procedures and policies pertaining to nursing care.
- Computer skills in basic programs.
- Knowledge of SANC rules and regulations scope of practice, labour relations and departmental policies.

KEY PERFORMANCE AREAS

- Oversee effective overall functioning of the facility at night.
- Co-ordination of optimal and holistic nursing care.
- Provide direct and indirect supervision of wards and night staff.
- Provide therapeutic environment for patients and staff.
- Manage effective utilization and supervision of all resources in the Nursing component e.g. equipment, material, finance and human resource.
- Verify night statistics.
- Maintain discipline in all Labour related issues, grievances in terms of laid down procedures and policies.
- Provision of effective support to nursing services.
- Maintain professional growth / ethical standards and self – development.
- Ensure staff development and performance by implementing EPMDS and other related H.R. Policies.
- Participate in implementation of National Core Standards.

PLEASE NOTE THAT NO RESETTLEMENT/RELOCATION COSTS WILL BE PAID

ENQUIRIES: MRS. C. Z. L SIMELANE
[031] 459 6030

CLOSING DATE: 03 JULY 2020