



KWAZULU-NATAL PROVINCE
HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: RIETVLEI HOSPITAL

Private Bag X 501 STAFFORDS POST, 4686

R56 Road, Rietvlei Location 4686

Tel: 039 260 5000 Fax: 039 260 0006 Email: Nontokozo.ntuzela@kznhealth.gov.za

Human Resources Management

Enquiries: Ms N Ntuzela

Reference: HRM 4/1

Dates: 28 March 2024

**TO : ALL HEADS OF INSTITUTION AND DEPARTMENT
CIRCULAR FOR VACANCIES IN THE DEPARTMENT OF HEALTH**

The content of these circular minutes must be brought to attention of all eligible personnel and employees in your establishment without delay. Head of components must notify all candidates who qualify post in this circular minute even if they are absent from their normal places of work.

Directions to candidates

1. The following documents must be submitted
 - Application for employment Z83 which is obtainable at any Government Department or from website www.kznhealth.gov.za. New Z83 should be completed in full, designed and initialled.
 - Comprehensive Curriculum Vitae with detailed experience.
 - Copies of qualifications, ID, Registration Certificates and Drivers licence must not be submitted when applying for employment
 - Faxed or E-mailed applications without prior authority will not be considered
2. The reference number of the must be indicated in the column provided in the Z83, e.g. RVH 08/2023
3. People with disabilities are encouraged to apply.

NB:

- a) The appointment are subjected to positive outcomes obtained from the state Security Agency {SSA} to the following checks { Security clearance {Vetting} criminal clearance, credit records, citizenship}, verification of education qualifications by SAQA, Verification of previous experience from employers and verification from the company intellectual property commission {CIPC}
- b) Applicants in possession of foreign qualification must attached an evaluation certificates from South African Qualification Authority {SAQA} to their applications. Non RSA Citizens/Permanent Residents / Work Permit Holders must submit documentary proof together with their applications.
4. Please note that the target group in terms of the employment equity target for these post are as follows: African Males
5. Please note that due to the large number of applications received, applicants will not be acknowledged. However, should you not receive any response after four weeks from the closing date of this advert; consider your application as being unsuccessful. 6. Please note that due to financial constraints, no S&T payments will be considered to candidates that are invited for the interview. This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department.

ALL APPLICATION SHOULD BE FORWARDED TO:

Application must be forwarded to: The Chief Executive Officer

Rietvlei District Hospital
Private Bag X501
Stafford's Post
4686

EMAIL TO: Nontokozo.Ntuzela@kznhealth.gov.za

CLOSING DATE FOR APPLICATIONS: 15 March 2024

Original signed by Acting CEO

ACTING CHIEF EXECUTIVE OFFICER

DR NT DABATA-HLANEKI

Contact No: 064 754 9310



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RE -ADVERTISEMENT OF THE POST

Post : Operational Manager (1 Post): Specialty
Institution : Rietvlei Hospital
Component : Trauma & Emergency unit
Reference No. : RVHOM 25/2023
Salary : R627 474.00
Other Benefits : 13th cheque, 12% Rural Allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

MINIMUM REQUIREMENTS

- Senior Certificate(Grade 12) or equivalent qualification
- Basic R425 qualification-diploma / degree in nursing or equivalent,
- Current registration with South African nursing council as Professional nurse and midwifery
- Plus one year post basic qualification in the specialty (Trauma & emergency / orthopaedics)
- A minimum of 9 years appropriate/ recognizable experience after registration as Professional nurse with south African nursing council in general nursing and midwifery, at least 5 years of the period referred to above must be appropriate / recognisable experience in trauma & emergency (Casualty) and orthopaedics unit, after obtaining the 1 year post-basic qualification in (Trauma & emergency/ orthopaedics)

RECOMMENDATIONS

- Diploma / degree in nursing administration

NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, Will only be requested for submission from shortlisted candidates.

KNOWLEDGE, SKILLS AND COMPETENCIES.

- Knowledge of Nursing care processes and procedures,
- nursing statutory regulation and guidelines, and other relevant legal frameworks i.e. Nursing Act ,Occupational Health & safety act ,patient`s rights charter, Batho Pele principles,
- Public service regulations, Grievances procedures etc. Leadership, organizational, decision making problem solving abilities within the limit of the public sector
- Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- Financial and budgetary knowledge pertaining to the relevant resources under management.
- Insight into procedures and policies pertaining to nursing care.
- Computer skills in basic programmes
- institutional policy framework.

KEY RESPONSIBILITIES

- To exercise overall supervision on the departments
- Identify needs and formulate health care programmes and oversee implementation thereof ensure that scientific principles of nursing process are maintained
- Work with members of the multi-disciplinary health team in the formulation of policies related to the area of responsibility
- Contribute to the development of clinical management guidelines and protocols for management of patients and to that these support an acceptable level of care within reasonable resources
- Provide leadership in the implementation of the OHSC,

- Ensure proper use and control of all resources,
- Ensuring that operations remain within budget
- Monitor and evaluate staff performance in terms of employee performance management development system (EPMDS).
- Ensure the effective management of complaints, deal with disciplinary and grievance matters including monitoring and manage absenteeism.
- ensure implementation of priority programmes to reduce morbidity and mortality from communicable and non-communicable diseases and trauma cases.
- improve management of trauma and casualty cases, ensure implementation of guideline, triaging and resuscitation protocols.
- Ensure management and effective running of trauma and casualty unit .

NB: DUE TO FINANCIAL CONSTRAINTS, NO S&T WILL BE PAID TO CANDIDATES WHEN ATTENDING THE INTERVIEWS

CLOSING DATE : 15 March 2024