TO: ALL DEPARTMENTAL EMPLOYEES

Vacancy in the Department of Health, St Apollinaris Hospital, post of Assistant Manager Nursing (Specialty) : Obstetrics, Gynaecology & Paediatrics , Reference Number: SAP 09/2019

The contents of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts 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 Form (Z83), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za

Certified copies of the following documents - not copies of copies

✓ Z83 - completed and signed
✓ Identity Document
✓ Grade 12 certificate and other required tertiary qualifications.
✓ Registration certificates
✓ Curriculum Vitae must be attached stating relevant experience.
✓ Proof of experience from previous and current employer endorsed by HR not Certificate Service [z17]

NB: Certified copies should not be older than three months, faxed and emailed applications will not be considered.

2. The Reference Number must be indicated in the column provided on the form Z83, e.g. SAP 17/2018. Failure to comply with the above instructions will lead to disqualification of applicants.

3. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only.

4. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews.

5. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.

6. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all levels of all occupational categories in the department. People with disabilities are encouraged to apply. The target group for an advertised post is an African male.

All documents to be posted to: The Chief Executive Officer, St Apollinaris Hospital, Private Bag X 206, Creighton, 3263 in the applications box at the security department on or before the closing date by 16:00 or to be hand delivered to HR Dept. before 16:00.

CLOSING DATE: 25 October 2019

Miss NPP Hadebe
Chief Executive Officer – St Apollinaris Hospital
POST: Assistant Manager Nursing (specialty) (Obstetrics, Gynaecology & Paediatrics)
CENTRE: St Apollinaris Hospital
NO. OF POSTS: 01
REFERENCE NO.: SAP 09/2019
SALARY: R614 991.00 – R692 166.00 per annum; plus 13th cheque; plus rural allowance
OTHER BENEFITS: medical aid (optional); housing allowance (prescribed requirements must be met)

MINIMUM REQUIREMENTS
- Senior Certificate (Grade 12) or equivalent qualification.
- Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and midwifery.
- A post basic nursing qualification, with duration of at least one year accredited with the SANC i.e. advanced midwifery.
- Minimum of 10 years appropriate experience in nursing after registration as a Professional Nurse, with SANC in General Nursing.
- At least 6 years of the period referred to above must be appropriate / recognizable in the specific specialty after obtaining the 1 year post-basic in Advanced midwifery.
- At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level.
- Proof of current registration with SANC [2019].
- Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED
- Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Occupational Health and Safety Act, Patient Right Act, Batho Pele Principles etc.
- Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure etc.
- Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework.
- Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management.
- Insight into the public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care computer skills in basic programs.

KEY PERFORMANCE AREAS
- Provide effective management and professional leadership in the specialized units.
- Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required.
- Effective management utilization and supervision of all resources
- Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele.
- Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented.
- Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures
- Provide supportive supervision and comply with EPMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students.
- Monitor implementation of EPMDS.
- Disaster Management, Monitor implementation of NCS and interpret its impact on service delivery.
- Co-ordinate and participate in health promotion activities and Monitor and evaluation of data.
- Demonstrate basic computer literacy as a support tool to enhance service delivery.

Enquiries: Miss TE Kumalo at 039-8338000/8117