Enquiries: Mr S.D.Mdletshe
Reference: CHC 03/2020
Date: 20 March 2020

TO: HEADS OF ALL DEPARTMENTS

VACANCIES IN ST CHADS COMMUNITY HEALTH CENTRE

CIRCULAR MINUTE: CHC 03/2020

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay 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 obtainable at any Government Department OR from the website – www.kznhealth.gov.za
   - Certified copy of Identity Document.
   - Updated Curriculum Vitae with full record of service.
   - Certified Copies of educational qualifications not copies of copies.
2. The Reference Number must be indicated in the column provided on the Z83, e.g. STC 02/2020.

NB: Certified copies should not be older than three months.
Failure to comply with the above instructions will disqualify applicants.

3. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience).

4. Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful.

5. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution.

6. Applicants in possession of foreign qualifications, must attach an evaluation certificate from the South African Qualifications Authority(SAQA).

7. Please note that no S&T will be considered for payment to candidates who are invited for interviews.

8. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Persons with disabilities are encouraged to apply

[Signature]

CEO: St Chads CHC
Dr S.E. Mnguni

uMnyango Wezempilo Departement van Gesondheid
Fighting Disease, Fighting Poverty, Giving Hope
RE-ADVERTISEMENT

POST : Operational Manager (Speciality)
COMPONENTS : Limehill Mobile Clinic
CENTRE : St Chads CHC
REFERENCE : STC 02/2020
NUMBER OF POSTS: 01
SALARY : R562 800.00 - R633 432.00 per annum
OTHER BENEFITS : 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

MINIMUM REQUIREMENTS
➤ Grade 12 or Senior Certificate
➤ Diploma/Degree in General Nursing and Midwifery
➤ One (1) year Post basic qualification in one of the relevant specialty, i.e. Clinical Nursing Science, Health Assessment, Diagnosis, Treatment and Care (PHC).
➤ Proof of registration with the SANC as General Nurse and Midwifery for 2020
➤ A minimum of 9 years appropriate/recongnizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recongnizable experience in the specific specialty after obtaining the 1 year post-basic qualification.
➤ Proof of current and previous experience, certificate of service endorsed by HR.
➤ Endorsed Code 8 Drivers License

RECOMMENDATION
➤ Diploma in Nursing Administration
➤ Computer literacy

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED
➤ Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework.
➤ Knowledge of policy directives information the provision of Primary Health Care.
➤ Good verbal and written communication.
➤ Decision making and problem solving skills.
➤ Conflict management and negotiation skills.
➤ Project management skills.

KEY PERFORMANCE AREAS
➤ Provide comprehensive; quality nursing care to patient/clients in a mobile clinic in a cost effective manner.
➤ Assist in planning, organizing and monitoring of objectives of the mobile clinic.
➤ Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
➤ Work as part of multidisciplinary team to ensure good service delivery.
➢ Ensure compliance with all National, Provincial and professional rules and regulations and other prescripts in order to render a safe patient service and improve client satisfaction.
➢ Carry out EPMDS evaluation of staff, formulate training programs and participate in the training orientation and development of staff.
➢ Participate in the analysis and formulation of nursing policies and procedures.
➢ Provide direct and indirect supervision of all staff within the unit and give guidance.
➢ Attend different meetings as required.
➢ Provide for a safe; therapeutic and hygienic environment.
➢ Ability to recognize medical, surgical emergencies and obstetric emergencies and refer appropriately.
➢ Analyze the operational imperatives set in the National PHC package service and ensure that all programmes are in place and indicators meets the targets.
➢ Participate in outreach services/ health promotions, disease prevention and support Sukuma Sakhe initiative.
➢ Ensure establishment of highly motivated, well developed and adequate Health Care workforce and apply consequence management and promote Nursing Ethics and Professionalism.
➢ Provision of quality comprehensive patient care in line with ideal clinic; realization NHL, Norms and Standards and Batho Pele principles.
➢ Ensure data management.

HOURS OF DUTY
40 hours per week

ENQUIRIES: Mrs C.I. Ndlovu

APPLICATION SHOULD BE FORWARD TO

ST CHADS CHC OR HAND DELIVERED TO
Private Bag x 9950 ST CHADS CHC
LADYSMITH CORNER HELPMekaAR AND EZAKHENI MAIN ROAD
3370 EZAKHENI
3381

ATTENTION: HUMAN RESOURCE MANAGER
CLOSING DATE : 14 APRIL 2020

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