DIRECTORATE:

Enquiries: Mr S.D. Mdletshe
Reference: CHC 05/2020
Date: 03 July 2020

TO: HEADS OF ALL DEPARTMENTS

VACANCIES IN ST CHADS COMMUNITY HEALTH CENTRE

CIRCULAR MINUTE: CHC 05/2020

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 07/2020.

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.

CEO: St Chads CHC
Dr S.E. Mnguni

Date
ADVERTISEMENT

POST : Assistant Manager Nursing:Planning,Monitoring and Evaluation
NUMBER OF POSTS: 01
CENTRES : St Chads CHC
REFERENCE : STC 08/2020
SALARY : R562 800.00 to 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
- Senior certificate or Grade 12
- Degree/Diploma in General Nursing
- Current registration with SANC (2020) as a Registered Nurse.
- Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- At least 3 years of the period mentioned referred to above must be appropriate/recognisable at management level.
- Valid driver's license (code EB).
- Certificate of Service Endorsed by Human Resource Department.

RECOMMENDATIONS
- Diploma in Clinical Nursing Science Health Assessment; Treatment and Care (PHC) with a duration of at least one (01) year.
- At least 1 year practical experience in Data Management.
- Computer Literacy.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED
- Leadership, management, planning and co-ordination skills.
- Knowledge of Nursing Care processes and procedures; nursing statutes and other relevant legal framework such as Nursing Act; Occupational Health and Safety Act; Patients' Rights Act; Batho Pele principles etc.
- Good communication; report writing and facilitating skills
- Knowledge and understanding of legislative frame work governing the public services; Knowledge of HR and Financial Policies and Practices such as skills development Act; Public Service Regulations
- Knowledge of code of conduct; Labour Relations; Conflict Management and negotiation skills.
KEY PERFORMANCE AREAS

- Provision of a platform for M&E reports to be discussed by the management team (including the sub-district) and feeder clinics
- Implementation of the M&E framework at a facility level and monitor implementation and monitoring of data quality; quality assurance and risk management; IPC and audits are maintained within the CHC and Clinics in line with the Ideal Clinic realization and Norms and Standards
- Ensure the development review and maintenance of institutional; SOP; Protocols all legal frameworks and prescripts.
- Coordinate functions of HIT; Morbidity and Mortality reviews
- Adhere to the reporting requirement of district early warning system
- Compile the monthly; quarterly and annual reports
- Ensure strategic and Institutional plans are in place; implemented and aligned to District and Provincial plans.
- Ensure staff development & mentoring to staff on data management and M&E
- Do administrative duties and manage the resources in the component.
- Be part of multi-disciplinary team
- Engagement in different meetings in the facility and in the community.

ENQUIRIES: Mrs C.I.Ndlovu

APPLICATION SHOULD BE FORWARDED TO

ST CHADS CHC OR
Private Bag x 9950
LADYSMITH
3370

HAND DELIVERED TO
ST CHADS CHC
CORNER HELPMEKAAR AND EZAKHENI MAIN ROAD
EZAKHENI
3381

ATTENTION: HUMAN RESOURCE MANAGER

CLOSING DATE: 29 JULY 2020

GROWING KWAZULU-NATAL TOGETHER