



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE: HRM

Physical Address: A682/3 Umsomuhle Road, Mandeni  
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SUNDUMBILI COMMUNITY HEALTHCENTRE

## VACANCIES IN THE DEPARTMENT OF HEALTH KWAZULU NATAL

### TO HEADS OF ALL INSTITUTIONS

The content of this Circular minute should be brought to the notice of all eligible officers and employees on your establishment without delay. Also notify all candidates who qualify for the post in this minute even if they are absent from their place of work.

#### **DIRECTIONS TO CANDIDATES**

1. The following documents must be submitted:-
  - (a) Application for employment form (Z83) which is obtainable at any Governments departments or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za).
  - (b) Certified copies of all highest educational qualifications and professional registration-not copies of certified copies.
  - (c) Certified copy of ID document
  - (d) Curriculum vitae
2. The reference number must be indicated on the space provided on z 83 application form e.g. Reference SUN01/2020

#### **NB FAILURE TO COMPLY WITH THE ABOVE INSTRUCTION WILL DISQUALIFY APPLICANTS.**

3. Please note that due to the large number of applications received, applications will not be acknowledged. However should you not here any response from us in four (4) weeks after the closing date of this advert you must consider your application unsuccessful.
4. Applications in possession of a foreign qualification must attach an evaluation certificate from the SAQA to their applications. Holders of non-RSA Citizenship/Permanent Residents/Work permits must submit documentary proof together with their applications.
5. The appointment is subject to the positive outcomes obtained from the following checks: Security Clearance, Qualifications (SAQA, Citizenship an previous Experience Verification.
6. ***This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. People with disability should feel free to apply for the post advertised.***
7. **African males are encouraged to apply.**

#### **Closing date for the Applications: 2022.05.20**

Application should be posted to: - or hand delivery to

Sundumbili CHC	A 862/3 Umsomuhle Road
Private bag X 6032	Sundumbili Township
MANDENI	MANDENI
4490	4490 <b>Attention: Human Resource Department</b>

Original has been signed by Sundumbili CEO

Signed.....Date.....

**DUE TO FINANCIAL CONSTRAINTS THERE WILL BE NO S&T CLAIM**

Post : Deputy Manager Nursing  
Centre : Sundumbili CHC  
Reference Number : Sun 01/2022  
SALARY : R856 272.00 p.a. + 8% Rural Allowance, 13th cheque

**OTHER BENEFIT:** Housing allowance (Employee must meet prescribed requirements).  
Medical Aid (Optional)

### **APPOINTMENT REQUIREMENTS**

- Diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a professional nurse.
- Current registration with SANC as a professional nurse.
- A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing.
- At least 5 years of the period referred to above must be appropriate/recognizable experience at management level.
- Computer certificate
- Valid driver's license
- Proof of employment/ Certificate of Service endorsed by the Human Resource office must be attached to the application.
- Applicants who have acted must provide documentary proof.

### **KNOWLEDGE, SKILLS AND COMPETENCES**

- Knowledge of Nursing Act and regulations
- Knowledge of Health Act
- Knowledge of code of ethics
- Knowledge of nursing Standards of practice
- Knowledge of professional practice of the South African nursing Council
- Knowledge of scope of practice
- Knowledge of mental Act Labour relations Act.
- Knowledge of occupational Health and safety act
- Knowledge of disciplinary code and procedure
- Knowledge of Financial management act
- Knowledge of grievance procedure
- Knowledge of skills development act
- Knowledge of Public service regulations
- Good communication skills, report writing skills, problem solving skills, negotiation skills, planning and organizing skills, interpersonal skills and change management skills.

### **KEY PERFORMANCE AREAS**

- Provide guidance and towards the realization of the strategic goals and objectives of the division Nursing Component by establishing the strategic direction of the component to ensure the alignment with its business plans and participating in the development of the CHC Strategic plan.
- Provide professional, technical and management support for the provision of quality patient care through proper management of Nursing care programs.
- Advocate and ensure promotion of nursing ethos and professionalism
- Develop and monitor of policies, programmes, regulation, practices, procedures and standards pertaining to Nursing care.
- Utilize information technology and other management information systems to manage

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- KINDLY RETURN **ALL DOCUMENTATION** WHEN REPLYING

- nursing information for the enhancement of service delivery.
- Establish, maintain and participate in inter-professional and multi- disciplinary teamwork that promotes efficient and effective health care.
  - Manage and utilize resources i.e. human Financial, physical and material in accordance with relevant directives and legislation.
  - Establish, Supervise and maintain coordinated functioning of the Nursing service to ensure acceptable standard of patient care.
  - Analyze staffing needs and develop a plan to meet the needs and continuously review, explore and utilization opportunities for professional development to enhance professional Knowledge.
  - Formulate and manage the component's budget against its strategic objective and ensure proper utilization thereof
  - Initiate and identify ways of containing health care costs without compromising Standards.
  - Facilitate formulation, reviewing policies, procedures and implementation thereof.
  - Ensure functioning quality improvement programmes in each component / department.
  - Monitor expenditure by putting into place relevant mechanisms to ensure appropriate and economical use of resources.

**Enquiries : Dr R. Vishnupersadh**  
**Contact no : 032-454 7502**