



VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:-

1. The following documents must be submitted:-

- (a) Application for Employment Form, the most recent (Z.83 form), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za. Failure to do so will result in disqualification.
- (b) The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided.
- (c) Applicants for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed CV only
- (d) Copies of certified qualifications and other relevant documents will be requested for submission from short-listed candidates. **Only shortlisted candidates will submit proof of previous or current experience to HR on or before the day of interview failure to do so will result in disqualification.**

2. The Reference Number must be indicated in the column provided on the form Z.83.

3. Persons with disabilities should feel free to apply for the post.

- NB:**
- (a) Failure to comply with the above instructions will disqualify the applicants.
 - (b) **The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**

4. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

5. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum that of the advertised post are free to apply.

6. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the applicant not being considered.

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department.)

NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending the interview.

CLOSING DATE: 26 April 2024

Original is signed by: CEO

MR N.R. HADEBE
CHIEF EXECUTIVE OFFICER

POST : ASSISTANT MANAGER NURSING (Monitoring and Evaluation)
REFERENCE NUMBER : THH 04/2024
INSTITUTION : TOWNHILL HOSPITAL SPECIALISED PSYCHIATRIC HOSPITAL
SALARY : R 627 474 .00 - R 693 645.00 PER ANNUM (PLUS)
OTHER BENEFITS : 13TH CHEQUE, MEDICAL AID AND HOUSING ALLOWANCE
OPTIONAL

(EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)

MINIMUM REQUIREMENTS

- Senior Certificate/Grade 12 or equivalent
- Degree/ Diploma in Nursing
- A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery
- At least 3 years of the period referred to above must be appropriate/recognizable experience at Management level
- Code B driver's licence
- Proof of previous and current experience endorsed and stamped by employer/s must be attached

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Knowledge of legislative, policy and M&E Framework informing health services delivery
- Knowledge of legislation and planning framework
- Basic understanding of HR and Financial policies and practices
- Basic understanding of the legislative framework governing the public service
- Effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required.
- Computer literacy to adequately manage information according to the requirements of the facility.
- Knowledge of hospital quality assurance and infection control practices.
- Knowledge of Health Facility functions and operations.
- Knowledge of DHMIS policy, SOP and relevant information system.
- Leadership, Management, planning, organizing and co-ordination skills.
- Knowledge of Data Management and M&E principles.
- Decision making skills.
- Ability to compile concise reports.

KEY PERFORMANCE AREAS

- Administer an evidence/results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution.
- Implement the M&E framework at facility level and monitor implementation.
- Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery.
- Ensure the development, review and maintenance of institution policies and protocols.
- Monitor and report on performance of all departments in the facility.
- Monitor compliance with implementing the M&E framework, Data Management Policy &SOP, Quality Assurance and Infection Prevention &Control policy guidelines.
- Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports.
- Coordinate functions of HIT (Health Information Team).
- Ensure information on births, morbidity and mortality reviews are conducted on a monthly basis.
- Ensure data is validated as per Data Management Standard Operating Procedures.
- Provide reports to the management and governance structure.

- Co-ordinate the drawing of Institutional plans which are aligned to annual performance plan and the District Health Plan in accordance with the hospital and governing laws.
- Participate in the DHP as well as DHER sessions.
- Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff.
- Supervise staff and ensure compliance to the Performance Management Development prerequisites.
- Co-ordinate and control activities of the component.
- Ensure that quality control systems are in place for use during inspection and auditing to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws.
- Monitor audit findings and ensure implementation of action plans.
- Ensure implementation of the total quality management framework and compliance to National Core Standards.
- Participate and lead in formulation of hospital strategic plan and Operational plan as one of Key Performance areas
- Quarterly and annual review of Strategic plan and Operational Plan

Telephone Number: 033 – 341 5625

Closing date: 26 April 2024

ENQUIRIES: Mr. N.R. Hadebe
Tel no. : 033 – 341 5625

Applications to be forwarded to:

**The Chief Executive Officer
Town hill Hospital
PO Box 400
PIETERMARITZBURG
3200**

Attention: Mr. E.S. Mgwaba (ASSISTANT DIRECTOR: HRM)