



## KWAZULU-NATAL PROVINCE

HEALTH  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE:

### Umgeni Hospital

Private Bag X23, HOWICK, 3290

Main Road, HOWICK, 3290

Tel: 033 330 6146 Fax: 033 330 5564 Email address: Siphesihle.moshoeshe@kznhealth.gov.za

www.kznhealth.gov.za

#### TO: ALL HEADS OF ALL INSTITUTIONS

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay: Head of components must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work.

**NOTE:** "This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department".

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#### DIRECTION TO CANDIDATES:

1. The following documents must be submitted: Amended Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be completed in full, failure to do so may result in disqualification and should be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered.
2. The reference number must be indicated in the column provided on the form Z83 e.g. UMG 05/2019  
NB: Failure to comply with the above instructions will disqualify applicants.
3. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification).
4. **People with disabilities should feel free to apply for the post.**
5. Due to the large number of applications, receipt of applications will not be acknowledged, however correspondence will be limited to shortlisted candidates only. **Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.**

All Applications should be forwarded to: Mr J Situma , The Acting Chief Executive Officer, Umgeni Hospital, Private Bag x 23 Howick, 3290 for attention: Assistant Director: HRM OR DROPPED OFF at the Human Resources Office Umgeni Hospital, Old Main Road, Howick, 3290

**CLOSING DATE: 11 March 2024**

"Original signed and kept on file and available on request"

MR J SITUMA  
ACTING CHIEF EXECUTIVE OFFICER



## **KWAZULU-NATAL PROVINCE**

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**POST :** OPERATIONAL MANAGER (SPECIALITY)  
**REFERENCE NUMBER :** UMG 01/2024  
**INSTITUTION :** UMGENI SPECIALISED PSYCHIATRIC HOSPITAL  
**SALARY :** R627474.00 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 General and Psychiatric Nursing
- Diploma in Advance Psychiatric Nursing
- A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
- At least five (5) years of the period referred to the above must be appropriate / recognizable experience after obtaining one (1) year post basic qualification in advanced Psychiatric Nursing
- Proof of current registration with South African Nursing Council ( SANC)
- Valid Driver's License
- Computer Literacy
- Proof of previous and current experience endorsed and stamped by employer/s must be attached

### **RECOMMENDATION**

- Degree/Diploma in Nursing Management will be an advantage

### **KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED**

- Good communication, leadership, interpersonal skills
- Conflict management and knowledge of labour basic qualification in Psychiatry (Advanced Psychiatric Nursing)
- Relations and disciplinary process/procedures
- Human Resources and financial management skills
- Sound knowledge of disciplinary processes and grievance procedures
- Knowledge of nursing care processes and procedures
- Knowledge of Occupational Health and Safety, Infection Control,, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills
- Good communication, leadership, interpersonal and conflict management skills.

### **KEY PERFORMANCE AREAS**

- Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act.
- Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting
- Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences.
- Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit.
- Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting.
- Implement standards, practices, criteria and indicators for quality nursing practices
- Maintain constructive working relationships with nursing and other stakeholders
- Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources.
- Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures



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- Maintain professional growth/ethical standards and development of self and personnel, by analysing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness
- Participate in performance reviews i.e. EPMDS
- Participate in health promotion and illness prevention initiatives within the institution.

Enquiries: Mrs ST Chule  
Closing date: 11 March 2024

Telephone Number: 033 330 6146