



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

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".

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. 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. NB: Failure to comply with the above instructions will be 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. 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). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications
5. **People with disabilities should feel free to apply for the post.**
6. 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



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POST : ASSISTANT MANAGER NURSING (SPECIALITY) (DAY DUTY)
NO OF POSTS : 02
INSTITUTION : UMGENI SPECIALIZED PSYCHIATRIC HOSPITAL
REF : UMG 02/2024
NOTCH : R 683 838.00 PER ANNUM PLUS
OTHER BENEFITS : 13TH CHEQUE, MEDICAL AID AND HOUSING ALLOWANCE OPTIONAL
(EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS)

MINIMUM REQUIREMENTS

- Senior Certificate / Matric
- Appropriate Degree / Diploma in General Nursing and Psychiatry
- Diploma in Advanced Psychiatric Nursing
- Current registration with the South African Nursing Council (SANC)
- A Minimum of ten (10) years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
- At least six (6) years of the period referred to above must be appropriate /recognizable experience after obtaining one (1) year Post Basic Qualification in Advanced Psychiatry Nursing.
- A minimum of three (3) years of the period referred to above must be appropriate/recognizable experience at Operational level / Supervisory level
- Proof of previous experience and current employment experience (**Certificate of Service**) endorsed and stamped by Human Resource Office.
- Computer literacy
- Valid Driver's license

RECOMMENDATIONS

- Degree/Diploma in Nursing Management will be an advantage

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Knowledge of Nursing Prescripts, Policies, Procedures and Protocols.
- Knowledge and experience of the Public Service Policies, Mental Health Acts and Regulations
- Sound Management, negotiation, interpersonal relations, disciplinary procedures and basic financial management skills.
- Good verbal and written communication, problem solving and project management skills.
- Ability to function well within the team.
- Sound knowledge of psychiatric patient treatment.
- Appropriate understanding of nursing scope of practice and nursing standards.
- Good supervisory skills.

KEY PERFORMANCE AREAS

- Provide guidance and leadership towards the realization of the Institutional strategic and operational goals.
- Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care within legal framework.
- Coordinate and facilitate the development of quality for all nursing categories within area of supervision.



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- Ensure the implementation of National, Provincial and District Quality Improvement initiatives at Hospital level.
- Participate in formulation of policies, procedures and implementation thereof.
- Assist in achievement of Ideal Hospital and six priority areas within the Hospital.
- Control provision of nursing care in the area of supervision through allocation and supervision of Human and Financial Resources.
- Monitor and ensure that all nurses are licensed to practice.
- Ensure implementation of procedures that maintain effective infection control and occupational health and safety measures in accordance with Occupational Health and Safety legislation.
- Carry out regular review and explore opportunities for professional development and ensure training and development of the nursing staff within the zone / area.
- Deal with grievance and labour relation issues in terms of laid down policies, procedures i.e. manage work place discipline.
- Monitor the implementation of the employee's performance and development system, and deal with identified developmental needs.
- Ensure security and safety of Mental Health Care User's.

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Enquiries: Mrs S.T. Chule Telephone: 033 3306146

Closing Date: 11 March 2024