



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. 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



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ADVERTISEMENT

POST	:	OPERATIONAL MANAGER (GENERAL) NIGHT DUTY
REFERENCE NUMBER	:	03/2024
INSTITUTION	:	UMGENI SPECIALISED PSYCHIATRIC HOSPITAL
SALARY	:	R 497 193.00 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 Nursing plus Diploma in Basic Psychiatry
- A minimum of seven (7) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
- Current proof of registration with SANC
- Proof of previous and current experience endorsed and stamped by Human Resource Office.
- Valid Driver's License

RECOMMENDATION

- Computer Literacy

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Knowledge of Nursing Legislation and related legal and ethical nursing practices e.g. Nursing Act, Mental Health Act, Health Act, Patient's Rights Charter, Batho Pele Principals etc.
- Knowledge of guidelines for Mental Illness Disorders.
- Good communication, leadership, interpersonal, and conflict management skills.
- Knowledge of SANC rules and regulations.
- Basic understanding and knowledge of Labour Relations and disciplinary processes.
- Knowledge of Human Resources and financial management skills
- Knowledge of Scope of Practice.
- Knowledge of nursing care processes and procedures
- Supervisory skills.

KEY PERFORMANCE AREAS

- Ensure adequate coverage and supervision of staff and provision of quality patient care in an efficient and cost effective manner.
- Facilitate and strengthen implementation of Health Care service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service delivery.
- Promote implementation of Batho Pele Principles, Rights Charter and acceptance of Professional / Clinical – ethical standards within the applicable legal framework.
- Identify staff training needs, ensure that effective development takes place and monitor performance thereof.
- Demonstrate effective communication with staff, patients, colleagues, clinicians and other stake holders, including report writing and presentation.
- Ensure effective and efficient management and utilization of resources, including staff, material, financial etc.
- Exercise control of discipline, grievance, and labour relations in terms of laid down policies and procedures.



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- Ensure effective data management at night and proper handing over of night reports to Nursing Management.
- Ensure all night services are coordinated.
- Relieve Night Manager when not on duty.
- Ensure a safe environment for both patients and staff on night duty.

Enquiries: Mrs ST Chule
Closing date: 11 March 2024

Telephone Number: (033) 330 6146