TO: ALL HEADS OF DEPARTMENT
IN THE KZN PROVINCIAL ADMINISTRATION

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NO. UMKH 09/2019

The content of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in Regional /District offices. Institutions must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal working places.

DIRECTIONS TO THE CANDIDATES

1. The following documents must be submitted:
   (a) Application for Employment Form (Z.83), which is obtainable from any Government Department OR from the website – www.kznhealth.gov.za
   (b) Certified copies of highest educational qualifications – not copies of certified copies.
   (c) Curriculum Vitae
   (d) ID copy
   (e) Copy of a driver’s license
   (f) Proof of current registration with SANC

2. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMKH 09/2019 NB: Failure to comply with above instructions will disqualify applicants.

3. The appointment is subject to positive outcome obtained from the NIA to the following checks:
   (security checks, credit records, qualification, citizenship and previous experience verifications)

4. Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course.

5. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively 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 interviews

CLOSING DATE FOR APPLICATIONS: 18 October 2019

ORIGINAL IS SIGNED BY DISTRICT DIRECTOR

The Director: District Health Office
Umkhanyakude Health District cluster
POST: CLINICAL PROGRAMME COORDINATOR – QUALITY ASSURANCE
COMPONENT: HEALTH SERVICE DELIVERY MONITORING & EVALUATION
CENTRE: UMKHANYAKUDE HEALTH DISTRICT OFFICE
REFERENCE NO.: UMKH 09/2019
NO. OF POST: 01
REMUNERATION: R 444 276.00 PER ANNUM PLUS
OTHER BENEFITS: 13TH CHEQUE, MEDICAL AID (OPTIONAL) HOUSING ALLOWANCE
(EMPLOYEE MUST MEET PRESCRIBED REQUIREMENTS) RURAL ALLOWANCE (ON CLAIM BASIS)

Other Benefits:
- 13TH CHEQUE
- Medical Aid (Optional)
- Housing Allowance (Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS FOR THE POST:
- Diploma / Degree in General Nursing and Midwifery.
- Current registration with the SANC as a Professional Nurse.
- A minimum of 7 years appropriate or recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nursing.
- A valid code B driving license.

NB: Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service and service record) must be attached

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED
- Depth understanding of Nursing legislation and related legal and ethical nursing practices
- Basic understanding of human resource and financial practice and policies
- Promote quality of nursing care directed by the professional scope of practice and standard as determined by the relevant health facility
- Good communication skills with parties
- Management skills
- Basic computer literacy as support tool to enhance service delivery

KEY PERFORMANCE AREAS
- Conduct inspections to ensure that Quality assurance plans are implemented and that practices are according to specified policy
- Preform training and guidance activities to install a culture of service delivery in all service areas within the district.
- Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions.
- Ensure the Quality Assurance committees are established, that these have quality improvement projects and that significant change is recognized and rewarded
- Identify best practices and implement these to continuously advance Quality Assurance in the District
- Interact with other role players to enhance the Quality Assurance procedures and practices.
- Monitor adverse events/patient safety incidents in the district

ENQUIRIES: Mrs. S.F Mthimkhulu / Ms. T.G Dludlu
Contact: 035-5721328
CLOSING DATE: 18 October 2019

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
Applications to be forwarded to: The District Director: District Health Office
UMkhanyakude Health District Office
Private Bag x 026
JOZINI
3969
Attention: Mr. F.G Cele: Human Resource Manager

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