To 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. Also notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal place of work.

Directions to candidates
1. The following documents must be submitted:
   (a) Application for Employment form (Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za
   (b) Certified copies of highest educational qualifications and professional registration certificates – not copies of certified copies.
   (c) Detailed Curriculum Vitae
   (d) Certified copy of Identity Document
   (e) Applications to be forwarded to Human Resource Manager – Umphumulo Hospital
      P/Bag X9219, Maphumulo 4470
2. The Reference Number must be indicated in the column provided on the form Z83
3. Separate applications must be submitted for each post. i.e. per reference number.

   NB. Failure to comply with the above instruction will disqualify applicants

4. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However should you not receive any response after four (4) weeks from the closing date of this advert, consider your application as unsuccessful.

5. Persons with disabilities should feel free to apply

6. Faxed applications are not welcomed

7. NB : Appointment is subject to positive outcome from the following :
   i) Security clearance
   ii) Credit records
   iii) Qualifications verification
   iv) Citizenship and
   v) Previous experience

8. Due to Financial constraints – No S & T will be paid to candidates attending the interview

Umphumulo Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the institution.

Closing date for applications – 15 November 2019

Original signed & available on request

____________________________________________
HOSPITAL CEO
Post – Assistant Manager Nursing – Monitoring & Evaluation

Reference – Ump 16/2019
Salary – R562 800.00 per annum

Other benefits – Medical Aid: optional / Housing Allowance: criteria to be met / 13th cheque / 8% Rural Allowance

Minimum Requirements:
- Degree / Diploma in Nursing
- Current Registration with the South African Nursing Council as a Professional Nurse
- A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with 1 SANC in General Nursing and Midwifery
- At least 3 years of the period referred to above must be appropriate/recognisable experience at management level
- Proof of current and previous experience endorsed and stamped by the employer/s must be attached

Recommendation - Code B (08) driver’s licence

Knowledge, skills and experience required:
- Knowledge of the 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, organization 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 at feeder clinics.
- 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.
- 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 Systems pre-requisites.
- Co-ordinate and control activities of the component.
- Ensure that quality control systems and plans 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.

Enquiries: Dr. T. Zintonga (032) 4814195

Closing Date: 15 November 2019

Human Resource Manager

Chief Executive Officer