VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NO: UMZ 01/2020

The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions. Institutions must ensure that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places 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 qualification – not copies of certified copies and certified copies must not be older than 3 months
   (c) Certificates of registrations
   (d) Proof of registration with SANC (receipt for 2020)
   (e) Detailed Curriculum vitae.
   (f) ID document-certified
   (d) Faxed applications and emailed applications will be accepted due to COVID – 19 national disaster period and candidates will be expected to provide certified copies on the date of interview if shortlisted. Email address to be used is nkosinathi.bangani@kznhealth.gov.za

2. The circular minute number must be indicated in the column provided on the Form Z83 e.g. Circular Minute No UMZ/01/2020

NB: Failure to comply with the above instructions will disqualify applicants.

3. Please note that due to the large number of applications received, applications will not be acknowledged, if you have not been contacted within a month after the closing date of this advertisement; please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only.

4. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Authority (SAQA) to their qualifications. Non RSA citizen / permanent resident / work permit holders must submit a documentary proof together with their application.

5. The appointment is subject to the positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA & verification of previous experience from employers & verification from the CIPC.

6. Please note that the target group in terms of the employment Equity Target for this post is an Indian male/Female

PEOPLE WITH DISABILITY SHOULD FEEL FREE TO APPLY FOR THE POST.

NB: DUE TO FINANCIAL CONSTRAINTS NO SUBSISTANCE AND TRAVELLING WILL BE PAID
Post: Manager Nursing (Level 3 Hospital)
Reference No: UMZ 01/2020
Institution: Umzimkulu Psychiatric Hospital
Salary Package: R949482.00 per Annum (All – inclusive package) plus 12% rural allowance

MINIMUM REQUIREMENTS FOR POST

- Senior Certificate /Matric or equivalent qualification plus
- Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse.
- A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing
- At least 5 years of the period referred to above must be appropriate/recognisable experience at management level
- Current registration with South African Nursing Council (2020 SANC receipt)
  (Provide proof of previous and current experience endorsed and stamped by Human Resources Component not Service Certificate Z-17)

RECOMMENDATION

- A valid driver’s license
- Proof of computer literacy
- Diploma / Degree in Nursing Administration or relevant Health Service Management

KNOWLEDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED

- Ability to work in multi – disciplinary team setting.
- Excellent communication Skills
- Strong Leadership and Problem solving skills
- Program Planning , Implementation and evaluation
- Advance understanding and application of Nursing legislation and ethical Nursing Practices
- Knowledge in National Core Standards, infection and prevention control practices
- Proven facilitation skills
- Ability to drive and implement change

KEY PERFORMANCE AREAS

- Provide guidance and leadership towards the realization of strategic goals and objectives of the division
- Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs
- Advocate and ensure the promotion of nursing ethos and professionalism
- Develop and monitor the implementation of policies, programmes, regulations practices procedures and standards pertaining to nursing care
- Utilize information technology and other management information system to manage nursing information for the enhancement of service delivery.
- Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care.
- Manage and utilise resources in accordance with relevant directives and legislation

Enquiries: Mr M.K. Mbewu
Telephone: 039-2590310

- KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
All applications should be forwarded to:
The Human Resource Manager
uMzimkhulu Hospital
Private Bag X514
uMzimkhulu
3201

CLOSING DATE FOR APPLICATIONS: 31 JULY 2020

Ms RT Ngezobo
Chief Director
Hospital Management Services

Date 19/06/2020

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