

DIRECTORATE:

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UMzinkhulu Psychiatric Hospital

Human Resource Management

Enquiries: Mr E.N. Bangani

Date: 08 January 2024

**TO: ALL EMPLOYEES OF THE DEPARTMENT
VACANCIES IN THE DEPARTMENT OF HEALTH
VACANCY CIRCULAR: UMZ01/2024**

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured 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 (Form Z.83), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za. (New Z83 form)
- (b) Comprehensive Curriculum Vitae,
- (c) Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application.

2. The Reference Number must be indicated in the column provided on the form Z83.

3. Persons with disabilities should feel free to apply for the post.

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

Faxed and e-mailed Applications will **NOT** be accepted. Copies of certified copies will

Disqualify candidates.

(b) The appointments are subject to positive outcomes obtained from the State

Security. Agency (SSA) to the following checks (security clearance (vetting),

criminal clearance, credit records citizenship), verification of Educational

Qualifications by SAQA, verification of previous experience from previous and

current employers and verification from the Company Intellectual Property

Commission (CIPC).

It is applicant responsibility to have foreign Qualifications and national certificate

(where applicable) evaluated by South African Qualification Authority (SAQA).

4. Shortlisted candidates will be required to provide certified copies of educational qualifications, proof of registration with Health Professional Council (if applicable), Certified copy of identity document, proof of experience indicating detailed periods of experience endorsed by HR. Failure to produce these documents will disqualify candidates shortlisted. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for.

5. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

NB: Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews.

(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.)

All applications must be directed to: Attention: Mr E.N. Bangani, Umzimkhulu Hospital, and Private Bag x 514, Umzimkhulu, 3276 or hand deliver to Umzimkhulu Hospital, Human Resource Component at Mbizweni Area, Umzimkhulu.3297.
Email:Nkosinathi.bangani@kznhealth.gov.za

CLOSING DATE FOR APPLICATIONS IS: 09 February 2024 at 16h00

Original signed by Acting CEO

Mbelu P.N. (Ms)
Acting Chief Executive Officer
Umzimkhulu Hospital

Date

ADVERTISEMENT

POST : OPERATIONAL MANAGER NURSING (SPECIALTY STREAM)
REFERENCE NO : UMZ01/2024
NUMBER OF POSTS : 02
CENTRE : UMZIMKHULU HOSPITAL
SALARY : R627 474.00
OTHER BENEFITS : 13TH CHEQUE, HOUSING ALLOWANCE (EMPLOYEE TO MEET PRESCRIBED REQUIREMENTS), MEDICAL AID (OPTIONAL), DANGER ALLOWANCE, RURAL ALLOWANCE.

MINIMUM REQUIREMENTS FOR POST

- Senior Certificate/Matric or equivalent qualification
- Degree/Diploma in General Nursing (R425 qualification or equivalent) that allows registration with the SANC as a Professional Nurse
- Registration Certificate with SANC as a Professional Nurse
- Diploma in Post Basic Psychiatric Nursing Science/Advanced Psychiatric Nursing with a duration of at least one year, accredited with the South African Nursing Council
- A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing
- At least 5 years of the period referred above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Psychiatric Nursing Specialty
- Registration with South African Nursing Council as a General and Psychiatric Nurse(**2024 SANC receipt**)
- Certificate of service which is obtainable from your Human resource office, previous or current experience.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery
- Knowledge of National Core Standards, Ideal Hospital Realization ,Infection Prevention and Control programmes and Mental Health Care Act
- Basic understanding of Human Resources Management and Financial Management policies and practices
- Good verbal and written communication skills, time management, and report writing skills
- Decision making, analytical thinking, problem solving and report writing skills
- Supervisory and change management skills
- Interpersonal skills, conflict management skills, problem solving and decision making skills
- Demonstrate basic computer literacy as a support tool to enhance service delivery

KEY PERFORMANCE AREAS

- Participate in planning, organizing and monitoring of objectives of the unit in line with strategic and operational plan of the institution
- Ensure a comprehensive clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards

- Supervise and ensure the provision of effective and efficient patient care through adequate nursing care
- Coordinate and monitor the implementation of nursing care plan and evaluation thereof
- Ensure provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the unit
- Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients
- Ensure that all programs related to psychiatric nursing are implemented
- Provide guidance and support in management of psychiatric patients
- Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures
- Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness
- Ensure compliance to professionalism and ethical practice
- Manage and monitor proper utilization of human resources, financial and physical resources
- Monitor and evaluate staff performance (EPMDS) and deal with identified developmental needs
- Exercise control over discipline and manage grievances and staff conflicts in terms of laid down policies and procedures
- Provide a safe therapeutic environment as laid down by the Occupational Health and Safety Act and all other applicable prescripts
- Manage complaints and patient safety incidents according to departmental policies
- Ensure effective records management, data management and timeous submission of monthly reports
- Monitor and ensure that all nurses are licensed to practice
- Perform duties as delegated by the supervisor and relief duties of the Assistant Manager's Office as requested

Enquiries: Ms P.N Mbelu

Closing Date: 09 February 2024

Mbelu P.N. (Ms)

Acting Chief Executive Officer

Umzimkhulu Hospital

Date

POST : PROFESSIONAL NURSE (SPECIALTY STREAM)

REFERENCE NO : UMZ02/2024

NUMBER OF POSTS : 03

CENTRE : UMZIMKHULU PSYCHIATRIC HOSPITAL

SALARY : R 431 265.00

OTHER BENEFITS : 13TH CHEQUE, HOUSING ALLOWANCE (EMPLOYEE TO MEET PRESCRIBED REQUIREMENTS), MEDICAL AID (OPTIONAL), DANGER ALLOWANCE, RURAL ALLOWANCE

MINIMUM REQUIREMENTS FOR POST

- Senior Certificate/Matric or equivalent qualification
- Degree/Diploma in General Nursing or equivalent qualification that allows for registration as a Professional Nurse
- Certificate of registration with the South African Nursing Council as a Professional Nurse
- One (1) year Post Basic qualification in Psychiatric Nursing Science/Advanced Psychiatric Nursing
- A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing
- Current registration with South African Nursing Council (2024 SANC receipt)
- Certificate of service which is obtainable from your Human resource office, previous or current experience.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Knowledge and insight into nursing care processes and procedures, nursing statutes and relevant legal frameworks
- Knowledge of National Core Standards, Ideal Hospital Realization ,Infection Prevention and Control programmes and Mental Health Care Act
- Knowledge of SANC rules and regulations
- Knowledge of Batho Pele Principles and Patients' Right Charter
- Good verbal and written communication and report writing skills
- Decision making, problem solving skills and conflict management skills
- Ability to function as part of a team

KEY PERFORMANCE AREAS

- Execute duties and functions with proficiency within the prescripts of applicable legislation
- Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework
- Ensure that all programs related to psychiatric nursing are implemented
- Provide nursing care that leads to improved service delivery by upholding Batho Pele Principles
- Maintain clinical competence by ensuring that scientific principles of nursing are implemented
- Ensure and advocate for provision and supervision of patients 'needs
- Maintain accurate and complete patient records according to legal requirements
- Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvement programmes and clinical audits to ensure good practices
- Manage and supervise effective utilization of all resources e.g. Human, Financial and material resources
- Exercise control over discipline, grievance and labour relations issues
- Assist with performance reviews i.e. EPMDs as well as student progress reports
- Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Prevention and Control standards, Occupational Health and Safety Act and prevention of medical/legal risks
- Ensure the provision of accurate statistical information for data management
- Participate in implementation of the National Core Standards
- Maintain professional growth/ethical standards and self-development

ENQUIRIES: MS P.N MBELU

CLOSING DATE: 09 February 2024

Mbelu P.N. (Ms)

Acting Chief Executive Officer

Umzimkhulu Hospital

Date

POST : CLINICAL NURSE PRACTITIONER (OCCUPATIONAL HEALTH NURSE) X 1 POST

REF. NO : UMZ 03/2024

INSTITUTION: UMZIMKHULU PSYCHIATRIC HOSPITAL

Professional Nurse Grade 1(Speciality Nursing)

MINIMUM REQUIREMENTS FOR THE POST:

Salary Notch : R431 265.00 per annum

- Senior Certificate
- Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse.
- One year post basic qualification in Occupational Health Nursing Science.
- Proof of current registration with SANC (2024)
- Proof of current and previous work experience/certificate of service endorsed by your Human Resource Department.

Experience: A minimum of 4 years appropriate/ recognizable nursing experience after registration as professional nurse with SANC in General Nursing

RECOMMENDATION:

- Unendorsed valid driver s license.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES:

- Knowledge of a nursing care processes and procedures, nursing statutes and other relevant Legal framework.
- Sound knowledge of Occupational Health and Safety Act, Compensation Injuries Diseases Act (COIDA) and the latest Employee Health and Wellness Framework for the service.
- Knowledge of basic human resource and financial management.
- Ability to formulate occupational health related policies and procedures.
- Ability to demonstrate good insight of policies and procedure pertaining to occupational employee health and wellness.
- Solving capabilities.
- Ability to communicate both verbal and writing.
- Computer literacy on basic Microsoft Software package.

KEY PERFORMANCE AREAS:

- Advice provides support and assistance to ensure optimal health status for all employees in the Institution.
- Roll out occupational Health programmes for Hospital.
- Conduct medical surveillance programme to all employees.
- Execute all duties, functions and responsibilities in compliance with occupational health and safety act 85 of 1993 and other relevant legislation.
- Compile and submit occupational Health statistic, specialized nursing care to employees, maintain accurate staff records and submit reports to relevant stakeholders.
- Advocate for proper health care treatment and willingness to respond to employee's needs requirements and expectations.
- Ensure the unit complies with infection prevention and control as well as occupational health and safety policies.

- Maintain accreditation standard by ensuring compliance with national norms and standards.
- Develop quality improvement plans, strategic plans and procedures for the unit.
- Ensure that baseline medical surveillance, periodical and exit medical examinations are offered to all eligible employees.
- Orientate, train and develop staff on occupational health matters within the Hospital.

Enquiries should be sent to Mr E.N. Bangani
Closing date of application is: 09 February 2024

All applications should be forwarded to:
The Chief Executive Officer
Umzimkhulu Psychiatric Hospital
Private Bag x 514
Umzimkhulu
3297

Mbelu P.N. (Ms)
Acting Chief Executive Officer
Umzimkhulu Hospital

Date