VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NO: UMZ 02/2020

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
   (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 these
   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

Fighting Disease, Fighting Poverty, Giving Hope
Post: Clinical Programme Co-ordinator (Quality Assurance)
Reference No: UMZ 02/2020
Institution: Umzimkhulu Psychiatric Hospital
Salary: R444276
Other Benefits: 13 Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet Prescribed re Requirements) 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 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing
- 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 in Microsoft package (Word processing & Spreadsheet)

KNOWLEDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED

- High level of interpersonal relationship
- Working knowledge of health policies & current Public related Legislation
- High level of verbal and written communication
- Presentation and facilitation skills
- Ability to liaise with management
- Assertiveness and diplomacy
- Problem solving abilities

KEY PERFORMANCE AREAS

- Ensure functionality of all Clinical Governance structures.
- Facilitate the assessments of PEC, National Core Standards, ideal Hospital (HRM) and waiting times.
- Facilitate the development of QIPs and monitor the implementation and process report
- Ensure the effective and efficient utilization of resources.
- Plan, direct and co-ordinate quality assurance programs.
- Work as part of a multi-disciplinary team to ensure delivery of quality of good quality care by the nursing, medical, allied and non-clinical teams.
- Perform quality improvement audits and surveys monthly and report to senior management.
- Monitor and evaluate delivery of quality care at the hospital.
- Promote quality culture within the hospital.
- Manage patient safety incidents and complaints.
- Facilitate development of Standard Operating Procedures (SOPs)

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

Fighting Disease, Fighting Poverty, Giving Hope
PEOPLE WITH DISABILITY SHOULD FEEL FREE TO APPLY FOR THE POST.

NB: DUE TO FINANCIAL CONSTRAINTS NO SUBSISTANCE AND TRAVELLING WILL BE PAID

All applications should be forwarded to:
The Human Resource Manager
Umzimkulu Hospital
Private Bag X514
Umzimkulu
3201

CLOSING DATE FOR APPLICATION: 31 JULY 2020

Ms NP Ngobeni
Chief Director
Hospital Management Services

Date: 19/06/2020

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