

OPERATIONAL MANAGER GENERAL X1 NIGHT DUTY  
CLOSING DATE: 23 FEBRUARY 2024



**KWAZULU-NATAL PROVINCE**

HEALTH  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE:**

HUMAN RESOURCE MANAGEMENT SERVICES

Private Bag X 9371, Vryheid, 3100

Vryheid District Hospital, Coswald Brown Street, Vryheid, 3100

Tel: 034-9822111 Fax: 0866246876 Email: Simphiwe.Ntuli@kznhealth.gov.za

Ref: HRM 4/1/1

Enq: SP Ntuli

Date: 2024.01.23

**TO: HEADS OF ALL INSTITUTIONS**

**VACANCIES IN THE DEPARTMENT OF HEALTH: VRYHEID DISTRICT HOSPITAL  
CIRCULAR MINUTE No. VRH 02/2024**

The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the posts are made aware on 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](http://www.kznhealth.gov.za)). The Z83 must be completed in full (new Z83 form must be used) AND
  - (b) A comprehensive Curriculum Vitae (CV) with detailed experience
  - (c) Applicants are **NOT** required to submit copies of qualifications and other relevant documents on application but must submit Z83 form and a detailed curriculum vitae (CV)
  - (d) Faxed and e-mailed applications will **NOT** be accepted
2. The Reference Number and the position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the Z83 form.
3. The appointments are subject to positive outcome obtained from the NIA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience verifications)
4. It is the applicant's responsibility to have a foreign qualification which is the inherent requirement of the job evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.
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. People with disabilities are encouraged to apply for the post.
6. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
7. The department reserves the right not to fill the post

**Failure to comply with the above instructions will disqualify your application**

**(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)**

Closing Date: 2024.02.23

*Original Signed by Acting CEO*

**DR N XHAKAZA**  
**ACTING CHIEF EXECUTIVE OFFICER**  
**VRYHEID DISTRICT HOSPITAL**

OPERATIONAL MANAGER GENERAL X1 NIGHT DUTY  
CLOSING DATE: 23 FEBRUARY 2024



**KWAZULU-NATAL PROVINCE**

HEALTH  
REPUBLIC OF SOUTH AFRICA

**POST** : OPERATIONAL MANAGER NURSING X1 (General 1 Night Duty)

**No of Post** : 01

**REFERENCE No** : VRH 10/2024

**CENTRE** : VRYHEID HOSPITAL

**SALARY NOTCH** : GRADE 1: 497 193.00 – 559 686.00  
GRADE 2: 575 898.00 – 645 720.00

**OTHER BENEFITS** : 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

**MINIMUM REQUIREMENTS**

- Diploma/B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery.
- Registration certificates with the SANC as Professional Nurse and Midwifery.
- Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- Proof of current registration with the SANC.
- Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached.

**RECOMMENDATION:**

- Registration certificate with SANC in Nursing Administration.
- Proof of computer literacy.
- The Employment Equity Target is an **African Males**

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED**

- Knowledge of nursing care processes and procedures.
- Knowledge of SANC rules and regulations and other relevant legal framework.
- Knowledge of Quality Assurance programme.
- Ability to formulate unit policies. Human resource management and basic financial management skills.
- Leadership, supervisory and report writing skills.
- Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills.
- Good interpersonal relations

**KEY PERFORMANCE AREAS**

- Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care.
- Ensure implementation of Department policies.
- Ensure monitoring and evaluation of care and management of all patients and the maintenance of accurate and complete patient records.
- Participate in the analysis, formulation and implementation of the nursing policies and procedures.
- Supervise the implementation of health care delivery policies, clinical guidelines, protocols, Operational and Strategic plans aimed at improving service delivery.



**OPERATIONAL MANAGER GENERAL X1 NIGHT DUTY  
CLOSING DATE: 23 FEBRUARY 2024**



**KWAZULU-NATAL PROVINCE**

**HEALTH  
REPUBLIC OF SOUTH AFRICA**

- Ensure implementation of National Core Standards, evaluate and monitor progress.
- Promote implementation of Batho Pele Principles, Patient's Rights Charter and acceptable professional ethical standards within the applicable legal framework.
- Evaluate patient care programs from time to time and make proposals for improvement that is supported by a strong work ethic.
- Ensure efficient data flow and information management.
- Ensure reporting and management of Patient Safety Incidents.
- Ensure effective implementation of infection Prevention and Control practices by all staff including support services and cleaning staff.
- Exercise control over discipline, grievance and Labour issues in the Hospital.
- Monitor the implementation of EPMDS for all staff. Formulate in-service training programmes and participates in the training and development of staff.
- Manage and monitor proper utilization of Human, Financial and Physical resources.
- Maintain constructive working relationship with the nursing and multidisciplinary team.
- Fulfil the oversight role of the institution in the absence of executive management.
- Treat complex health conditions presented at health care facilities.
- Collaborate with other members of the health care teams to identify actual and potential areas for nursing and health research in order to improve or maintain quality care.

**ENQUIRIES: Mrs Khumalo NJ (Deputy Manager Nursing) Tel (034) 9822111 EXT 5916/11**

**All applications should be forwarded to: Assistant Director: HRM**

**Vryheid District Hospital**

**Private Bag X 9371**

**VRYHEID**

**3100**

**OR be hand delivered at Human Resource Office no 9**

**NB: Applicants are encourage to use courier services since there are some challenges with Post Office**

**NB: Applicants are encouraged to used courier service since we are experiencing challenges with post office**