VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE NO.: ZUL 01/2020

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 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 Government Departments OR from the website – www.kznhealth.gov.za
   [b] Certified copies of highest educational qualifications- not copies of certified copies.
   [c] Curriculum Vitae,
   [d] Certified copy of identity documents,
   [e] Certified copy of drivers licence and
   [f] Proof of current registration with SANC

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

3. Person with disabilities should feel free to apply for the post.
   NB: (a) Failure to comply with the above instruction will disqualify applicants. Faxed and e-mailed applications will NOT be accepted.

4. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

5. (The Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).

6. 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 from Company Intellectual Property Commission (CIPC).

7. Please note that due to financial constraints, no S&T payment will be considered to candidates that will be invited to the interview

Closing date: 03 April 2020

________________________________  _______________
THE DISTRICT DIRECTOR    DATE

ZULULAND HEALTH DISTRICT CLUSTER
POST: CLINICAL PROGRAMME COORDINATOR-QUALITY ASSURANCE

COMPONENT: HEALTH SERVICE DELIVERY PLANNING, MONITORING & EVALUATION

CENTRE: ZULULAND HEALTH DISTRICT OFFICE

REFERENCE NO: ZUL 01/2020

NO OF POSTS: 01

REMUNERATION: R444 276.00 PER ANNUM PLUS

OTHER BENEFITS: 13TH CHEQUE, MEDICAL AID (OPTIONAL) HOUSING ALLOWANCE (EMPLOYEE MUST MEET PRESCRIBED REQUIREMENT) RURAL ALLOWANCE (ON CLAIM BASIS)

MINIMUM REQUIREMENT FOR THE POST

- Senior Certificate (Grade 12)
- Diploma/Degree in General Nursing and Midwifery.
- Current registration with the SANC as a Professional Nurse.
- A minimum of seven (7) years appropriate or recognizable experience in nursing after registration as a Professional nurse with the SANC in General Nursing.
- A valid code B driving license
- Proof of work experience from human resource office

RECOMMENDATION

- Computer literacy: MS Office Software Applications.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCES REQUIRED

- Depth understanding of Nursing legislation and related legal and ethical nursing practices
- Basic understanding of human resource and financial practice and policies
- Promote quality of nursing care directed by the professional scope of practice and standard as determined by the relevant health facility
- Good communication skills with parties
- Management skills
- Basic computer literacy as support tool to enhance service delivery

KEY PERFORMANCE AREAS

- Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy.
- Perform training and guidance activities to instil a culture of service delivery in all service areas within the district.
- Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions.
- Ensure that Quality Assurance committees are established; that these have quality improvement projects and that Identify best practice and implement significant change is recognised and rewarded.
- Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices.
- Perform quality improvement audits and survey monthly and report to senior management.
- Identify, facilitate and co-ordinate all Quality Improvement Plans.
- Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc.)
- Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys.
- Ensure planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programme within the district.
- Co-ordinate all aspects of National Core Standards / norms and standards including assessments and monitoring of activities to attain accreditation at all hospitals and clinics.

- Co-ordinate NCS/ Norms And Standards ,ICRM and IHRM peer review assessments within the district, consolidate and submit reports thereof to the next higher levels as may be required.
- Conduct district quality assurance meetings/ workshops and attend provincial quality assurance meetings/ workshops.
- Provide training and update clinical and non-clinical staffs on quality assurance issues.
- Ensure that clinical and nursing audits are conducted at all institutions to evaluate the quality patient care rendered.
- Participate in adverse events, complaints and various other related committees to improve quality.
- Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys.
- Co-ordinate Batho Pele and good governance programmes.
- Co-ordinate activities for service excellence.
- Support all facilities to ensure the attainment of quality compassionate patient care.

Enquiries: Ms S.M Cebekhulu TEL: 035 874 0602

ALL APPLICATIONS SHOULD BE FORWARDED TO: - OR Hand Delivered
Zululand Health District Office King Dinuzulu Highway
Private Bag X 81 LA Building
ULUNDI ULUNDI
3838 (ATTENTION: MRS GC BUTHELEZI) 3838