



TO: ALL HEADS OF ALL DEPARTMENTS

**VACANCIES IN THE DEPARTMENT OF HEALTH, ADDINGTON HOSPITAL; OPERATIONAL
MANAGER SPECIALITY(NEONATAL) X 1 POST:REFERENCE NO: ADD/NEONATAL:**

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in region/district offices. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal place of work.

DIRECTIONS TO CANDIDATES:

1. 1. The following documents must be submitted:
 - Application for Employment Form (Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za.
 - Applicants are NOT required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview.
 - Curriculum Vitae.
2. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. ref ADD/01/2024.
3. It is the applicant's responsibility who have the foreign qualification, which is the requirement of the post, evaluated by the South Africa Qualifications Authority (SAQA) and to provide proof of such evaluation on application.

NB: Failure to comply with the above instructions will result in disqualification of the applicant.

4. Please note that due to the large number of applications received, applications will not be acknowledged, should you have not received a response within 60 days please consider yourself unsuccessful.
5. People with disability should feel free to apply.
6. Please note that due to financial constrains no S & T and resettlement claims will not be considered for payment to candidates that are invited for the interview.
7. Please note that the successful applicant will be subjected to the following verifications:-
**Criminal records checks, Citizen Verification, Financial / asset record checks.
Qualification and registration certificate/study verification and, CIPC verification**

(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).

Original Signed by CEO

CHIEF EXECUTIVE OFFICER

CIRCULAR FOR VACANT POST

POST : **OPERATIONAL NURSE MANAGER: SPECIALITY NEONATAL**
POST REFERENCE NO : **ADD/NEONAT01/2024**
INSTITUTION : **ADDINGTON HOSPITAL**
SALARY : **R656 964.00 – R748 683.00 per annum**

OTHER BENEFITS:

13TH Cheque

Medical Aid : **Optional**
Homeowners' Allowance : **Employee must meet prescribed requirements**

MINIMUM REQUIREMENTS:

- Senior Certificate/ Grade 12
- Degree/Diploma in General Nursing and Midwifery.
- Registration Certificate with SANC as a General Nurse and Midwife.
- Current registration receipt with SANC (2024)
- Degree/diploma Post Basic qualification in the relevant Specialty: Critical Care /Child Nursing Science/ Advanced Midwifery Science accredited by the South African Nursing Council.
- Registration certificate with SANC: - post basic qualification in Critical Care Science/Child Nursing Science/ Advanced Midwifery Science.
- Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service).
- 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 to above must be appropriate/recognizable experience in the Neonatal unit after obtaining the 1 year post basic diploma.
- Diploma in Nursing Administration/ Management will be an added advantage

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks.
- Good verbal and written communication and report writing skills.
- Decision making and problem solving skills
- Conflict management and negotiation skills.
- Project Management skills
- Basic Computer skills.

KEY PERFORMANCES AREAS:

- Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner.
- Assist in planning, organising and monitoring of objectives of the specialised unit.
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- Able to plan and organise own work and that of support personnel to ensure proper nursing care.
- Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele).
- Work as part of the multidisciplinary team to ensure good nursing care.

- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.
- Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction.
- Participate in the analysis and formulation of nursing policies and procedures.
- Complete EPMDS evaluation of staff within the unit and participate in monitoring the training needs of staff.
- Provide direct and indirect supervision of all staff within the unit and give guidance to staff.
- Ensure that equipment in the unit is adequate, checked and in working order.
- Provide for a safe, therapeutic and hygienic environment.
- Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences.
- Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.

Applications to be forwarded to: Human Resource Dept, Addington Hospital, P.O. Box 977, DURBAN, 4000. OR dropped off in the application box at Security Department: Prince Street entrance to the Hospital. Applications can be emailed to: sipho.mdleko@kznhealth.gov.za

ENQUIRIES OF THIS POST: MRS B N NDHLOVU

☎ 031 327 2976

CLOSING DATE: 18 October 2024