



**KWAZULU-NATAL PROVINCE**

HEALTH  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE:**

St Chads Community Health Centre  
Physical Address: Corner Helpmekaar and Ezakheni Main Road, Ezakheni, 3381  
Postal Address: Private Bag X 9950, Ladysmith, 3370  
Tel: 036 637 9600 Fax: 036 636 9048 website: www.kznhealth.gov.za

**HUMAN RESOURCES MANAGEMENT**

**Enquiries: Mr SL Zulu**  
**Reference: CHC 01/2024**  
**Date : 17 October 2024**

**TO: ALL DEPARTMENTAL EMPLOYEES**

**VACANCIES IN THE DEPARTMENT OF HEALTH, ST CHADS COMMUNITY HEALTH CENTRE**

**CIRCULAR MINUTE: CHC 01/2024**

The contents of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: Head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work.

**DIRECTIONS TO CANDIDATES:**

1. The following documents must be submitted:
  - **Amended Z83, Application for Employment From effective 01/02/2021**, which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za)
  - Certified copy of Identity Document.
  - Updated Curriculum Vitae with full record of service.
  - Certified Copy of Highest Educational Qualifications
2. The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2021. Failure to comply with the above instructions will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only.

**NB: Certified copies should not be older than six months.**

**Failure to comply with the above instructions will disqualify applicants.**

3. **The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience).**
4. Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful.
5. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution.
6. Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA).
7. **Please note that no S&T payments will be considered for payment to candidates who are invited for interviews.**
8. **This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply**

**ORIGINAL SIGNED COPY AVAILABLE ON REQUEST**

\_\_\_\_\_  
CEO : St Chads CHC  
Dr. S.E. Mnguni

\_\_\_\_\_  
Date



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### **ADVERTISEMENT**

POST : **Operational Manager Nursing (PHC)**  
NO OF POSTS : 01  
CENTRE : **ISIGWEJE CLINIC**  
REFERENCE : ISIGWE 1/2024  
SALARY NOTCH : R 656 964 –R748 683 per annum PLUS  
OTHER BENEFITS : 13<sup>th</sup> Cheque, Medical Aid (optional), Home Owner Allowance  
(employee must meet prescribed conditions) Medical Aids (optional) Plus 8% Rural Allowance

#### **MINIMUM REQUIREMENTS GRADE 1:**

- Standard 10/Grade 12 (Senior Certificate). Basic R425 qualification (i.e Degree/Diploma in General Nursing) or equivalent qualification that allow registration with SANC as a Professional Nurse.
- Post basic qualification with duration of at least 1 year in curative skills in Primary Health Care accredited with SANC.
- A minimum of 9 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing .
- At least 5 years of the period referred to above must be appropriate /recognizable experience after obtaining a 1 year post basic qualification in PHC.
- Current registration with SANC as a Professional Nurse (2024)

#### **RECOMANDATION**

- Computer literacy
- Driver's License

#### **KNOWLEDGE, SKILL, TRAINING AND COMPETENCIES REQUIRED FOR THE POST**

- Knowledge of Nursing care processes and procedures, Nursing Act, Health Act, Nurses Pledge, Patient's Right Charter ,Batho Pele principles etc. Nursing statutes and relevant legal framework.

- Knowledge and understanding of legislative framework governing the public services. Knowledge of HR, Finance, Skills development, Labour Relations, Public service.
- PHC Guidelines and other prescripts.
- Conflict, change and people management.
- Disciplinary code and procedure, Grievance Procedure, Human Resource Policies, Hospital generic and specific policies.
- Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, supervisory and communication skills.
- Team building and cross cultural awareness, Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- Sound knowledge of health programme run at the PHC level.
- Insight into procedures and policies pertaining to nursing care.
- Financial and budget knowledge pertaining to the relevant resources under management.
- Computer skills in basic programmes.

### **KEY PERFORMANCE AREAS**

- Facilitate provision of comprehensive package of service at PHC level including priority programme and quality improvement programs.
- Develop Clinic Operational Plan, monitor the implementation and submit progress reports.
- Participate in the implementation of the nursing plan (Clinical practice / quality patient care).
- Participate in clinical audit in the facility and ensure implementation of the quality improvement plans supported by strong work ethics.
- Implement standards, practices, criteria and indicators for quality nursing (quality of practice).
- Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care.
- Maintain a constructive working relationship with nursing and other stakeholders.
- Provide direct and indirect supervision of all nursing staff/housing keeping staff and give guidance.

- Ensure effective utilization of human resource, material and physical resources efficiently and effectively.
- Render health services in the community by implementing Community Orientated Primary Care.
- Supervise and ensure the provision of an efficient patient care through adequate nursing care at the clinic.
- Ensure Batho Pele principles, National core standards and ideal Clinic priorities are implemented.
- Compile monthly, quarterly statistics and other reports.

**ENQUIRIES: Ms. Phungula LS**

**Telephone: 036 6379600**

**NB:PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS , THERE WILL BE NO PAYMENT OF S&T AND RESETTLEMENT PAYMENT FOR ATTENDING INTERVIEWS WILL BE AVAILABLE PRIOR TO ASSUMPTION OF DUTY .NO INTERIM ACCOMMADATION IN A FORM OF BED AND BREAKFAST OR HOTEL ACCOMODATION .**

APPLICATION SHOULD BE FORWARDED TO

**ST CHADS CHC OR  
Private Bag X 9950  
LADYSMITH**

**3370**

**HAND DELIVERED TO  
ST CHADS CHC  
CORNER HELPMEKAR AND EZAKHANI MAIN  
ROAD EZAKHANI  
3381**

**ATTENTION: HUMAN RESOURCE MANAGER  
CLOSING DATE: 15 November 2024**