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Reference: HRM 4/1  
Enquiries: Mr Z.C Mhlongo  
Date: 03/09/2024

### VACANCY CIRCULAR

**TO: ALL HEADS OF DEPARTMENTS: VACANCIES IN THE DEPARTMENT OF HEALTH CIRCULAR MINUTE NO. CTK 06/2024**

The content of this Circular Minute must be brought to the notice of all eligible officers on the Establishment of all institutions. It must be ensured that all those 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**

The following documents must be submitted

Application for employment Form (Z.83) which is obtainable from any Government Department or from the website-  
[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

1. Applicants for employment are **NOT** required to submit copies of qualification and other relevant documents on application but submit a fully completed Z83 form and fully updated Curriculum Vitae (CV) only.
2. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates.
3. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 32/2023
4. **Persons with disabilities should feel free to apply for the post/s**

**N.B.** Failure to comply with the above instructions will disqualify applicants. No faxed applications will be accepted.

5. **Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC).**
6. Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview.
7. Christ The King Hospital Employment Equity for this post is African male.

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. "Applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Applicants can submit their Z83 and CV directly to the following email address [ChristTheKingHospital.JobApp@kznhealth.gov.za](mailto:ChristTheKingHospital.JobApp@kznhealth.gov.za) and [Njabulo.dlamini2@kznhealth.gov.za](mailto:Njabulo.dlamini2@kznhealth.gov.za). Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)."

NB: Failure to comply with the above instructions will disqualify applicants.

Originally signed by CEO

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**MRS S.W. MASEKO**  
**CHIEF EXECUTIVE OFFICE**  
**CHRIST THE KING HOSPITAL**

**POST** : **OPERATIONAL MANAGER GENERAL STREAM GRADE 1, 2**  
**COMPONENT** : Christ The King Hospital  
**NUMBER OF POSTS** : 01  
**REFERENCE NO** : **CTK 06 / 2024**  
**SALARY NOTCH** : **Grade 1: R 520 560.00- R596 322.00 plus 8% rural allowance**  
**Grade 2: R 602 964.00- R686 211.00 plus 8% rural allowance**

**CENTRE:** CHRIST THE KING HOSPITAL

**BENEFITS:** 13th Cheque, homeowner's allowance, and Medical aid optional [Employee must meet prescribed conditions]

#### **MINIMUM REQUIREMENTS**

- Grade 12 qualification.
- Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the nursing South African Council as a Professional Nurse.
- Current registration with the South African Nursing Council (SANC) 2024.

#### **EXPERIENCE**

- A minimum of 7 years appropriate/recognisable experience in nursing after registration and Professional Nurse with the SANC in General Nursing.
- **Current and previous verification of employment endorsed by HR, not certificate of service.**

#### **RECOMMENDATIONS**

- Proof of computer literacy
- Diploma in Nursing Administration/ Health Service Management.

#### **KNOWLEDGE AND SKILLS**

- Ability to interact with diverse stakeholders and health care users Good verbal and communication skills Facilitation and co-ordination skills.
- Problem solving skills. Ability to plan, organize and to manage conflicts.
- Ability to work with the team.

#### **DUTIES**

- Supervise service delivery and develop all practices and systems to ensure provision of an effective patient care through health promotion programs and adherence to quality improvement practices.
- Maintain constructive working relationships with nursing and other stake holders.
- Manage and monitor proper utilization of human, financial, physical and material resources.
- Participate in the analysis, formulation and implementation of nursing guidelines, standards and procedures.
- Develop and control risk management in the unit Manage grievances according to prescripts.
- Ensure implementation of EPMDS in the unit Deputize Assistant Manager Nursing both on night and day duty.
- Ensure implementation of National Core Standards in the unit.

ENQUIRES: MISS MLN MTHEMBU TELEPHONE NO. (039) 834 7500 – EXT NO. 7503

**Closing date:** **2024/09/30**  
**Enquiries:** **MISS MLN MTHEMBU (Nursing Manager: CTK Hospital)**  
**Contact details:** **039-834 7500 (Ext: 7503)**

#### **APPLICATIONS MUST BE HAND DELIVERED TO:**

Human Resource Department  
Christ The King Hospital  
No. 1 Peter hauff Drive  
Ixopo  
3276

**Or**

Christ The King Hospital  
Private Bag X524  
Ixopo  
3276

**For Attention : Assistant Director: HRM**