



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Physical Address : 07 Durnacol road, Dannhauser , 3080
Postal Address :Private Bag x1008, Dannhauser, 3080
Tel: 034-621 6104 Fax: 034-621 6180 Email: Fikile.khubisa@kznhealth.gov.za
www.kznhealth.gov.za

DANNHAUSER COMMUNITY
HEALTH CENTRE

Reference: HRM 4/1/1
Enquiries: Mrs. FP Khubisa
Date: 13/09/2024

TO ALL HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

VACANCY CIRCULAR MINUTE: DANCHC 06/2024

The contents of this Circular Minute must be brought to the attention of all eligible employees on your establishment without delay. Institutions must notify all employees who qualify even if they are not in their normal places of work, including those in regional/district offices.

DIRECTIONS TO CANDIDATES

- The following documents must be submitted:
 - Application for Employment Form (Z83-must be fully completed), which is obtained at any Government Department Or from the website-www.kznhealth.gov.za and Curriculum Vitae **Only**
 - Only shortlisted candidates for a post will be required to submit, certified copies of identity document, driver's license, highest educational qualifications and professional registration certificates
 - Proof of current and previous work experience endorsed by Human Resources or signed and stamped by HR Department or relevant Employer.
- The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (**DANCHC 06/2024**)
 - Failure to comply with the above instructions will disqualify the applicants.
 - The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers.**
- Persons with disabilities should feel free to apply for the post.
- Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work permits holders must submit documentary proof together with their applications.
- Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome.
- 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.
- Please note that no S&T payments will be considered for payment to candidates invited for interview.**

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department).

CLOSING DATE FOR APPLICATIONS IS: 30 SEPTEMBER 2024

Dr FP Mtshali
Acting CEO
Dannhauser CHC

13/09/2024
Date



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

- POST** : OPERATIONAL MANAGER NURSING (PHC) - NELLIESFARM CLINIC
- REFERENCE** : DANCHC 06/2024
- NO OF POST** : 01
- SALARY** : R 656 946.00 – R748 683.00 per annum
- EXPERIENCE** : 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.
- CENTRE** : NELLIESFARM CLINIC
- Other benefits** : 13th Cheque, Medical Aid (Optional), Inhospital Allowance: 8% and Housing allowance: Prescribed requirements to be met.

MINIMUM REQUIREMENTS:

- Standard 10/Grade 12(Senior Certificate). Basic R425 qualification (i.e. Degree/Diploma in General Nursing) or equivalent qualification that allows 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).

NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED FOR THE POST

- Knowledge of Nursing care processes and procedures, Nursing Acts, 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.
- Good report writing and facilitation skills, good verbal and communication skills.
- Team building and cross cultural awareness. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- Sound knowledge of the National Core standards (OHSC) and Data Management.
- Sound knowledge of health programme run at the PHC level.
- Insight into procedures and policies pertaining to nursing care.
- Financial and budgetary 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 programmes.
- Develop Clinic Operational Plan, monitor the implementation and submit progress reports.
- Participate in the implementation of the nursing plan (Clinical practice/quality patient care).



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

- Participate in clinical audits 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 continuity of patient care on all levels e.g. work book, handover and rounds.
- Ensure effective utilization of human resources, material and physical resources efficiently and effectively.
- Render health services in the community by implementing Community Oriented 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.
- Provide safe therapeutic environment that allows for the practice of safe nursing care as laid down by nursing act and Occupational Health and Safety Act.
- Compile monthly, quarterly statistics and other reports.

ENQUIRIES: Mrs GM Masuku: Tel (034) 621 6100

PREFERENCE WILL BE GIVEN TO AFRICAN MALE

APPLICATIONS: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

Email Address: DannhauserCHC.HRJobApplication@kznhealth.gov.za

FOR ATTENTION: Mrs DBP Buthelezi

CLOSING DATE: 30 SEPTEMBER 2024