



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Postal Address : P.O. Box 370, Pietermaritzburg, 3201

Physical Address: 1 Devonshire Road, Napierville, Pietermaritzburg, 3200

Tel: 033 260 4300 Fax:033- 3455730

Email address: www.kznhealth.gov.za

FORT NAPIER HOSPITAL

Enq: Ms T.C. Ngema

Tel: No: 033-2604435

TO ALL HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minutes must be brought to the notice of all eligible Employees on the establishment of all institutions. It must be ensured that all 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 any Government Department or from the website - www.kznhealth.gov.za. Applicants must use the most recent Z83 form
 - b) A detailed Curriculum Vitae;
2. Please note it is no longer a requirement to submit copies of qualifications; only shortlisted candidates will be required to produce certified copies of documents on or before the day of the interview.
3. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (FNH 04/2024)
4. Persons with disabilities should feel free to apply for the post
5. Please note that due to the number of applications anticipated, applications will not be acknowledged. Applicants are respectfully informed that, if no correspondence is received within 3 months after the closing date, please consider your application as unsuccessful.
6. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non –RSA Citizen/Permanent Residents/Work Permit holders must submit documentary proof together with their applications
7. The Department reserves the right not to fill the post.

NB:

- a) **Failure to comply with the above instructions will disqualify applicants. Emailed applications will be accepted.**
- b) **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 Qualification by SAQA, verification from Company Intellectual Property Commission(CIPC)**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational categories

PLEASE NOTE THAT DUE TO BUDGET CONSTRAINTS S&T WILL NOT BE PAID TO THOSE WHO ATTEND THE INTERVIEW

The closing date for all applications is: 20 September 2024

Checked By _____

Date: _____

**MS FN MOKWENA
CHIEF EXECUTIVE OFFICER
FORT NAPIER HOSPITAL**



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

POST	:	Operational Manager Grade 1(Specialty Stream)
INSTITUTION	:	Fort Napier Hospital
NO OF POSTS	:	01
REF NO	:	FNH 04/2024
SALARY	:	R656 964.00 – R748 683.00
OTHER BENEFITS	:	13 TH Cheque Medical Aid Optional Housing Allowance (Employee must Meet prescribed requirements)

MINIMUM REQUIREMENTS

- Degree/Diploma in General Nursing plus post basic qualification in Psychiatry with a duration of at least one year accredited with SANC in terms of Government Notice No R212 (Advanced Psychiatric Nursing).
- A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General Nursing of which 5 years must be appropriate /recognizable experience after obtaining post basic qualification in Psychiatry (Advance Psychiatric Nursing).
- Current (2024) S.A.N.C receipt.

KNOWLEDGE, SKILLS, TRAINING & COMPETENCES REQUIRED

- Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedures;
- Human Resource and financial management skills.
- Sound knowledge of disciplinary processes and grievance procedures.
- Knowledge of nursing care processes and procedures.
- Knowledge of Occupational Health and Safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills.
- Good communication, leadership, interpersonal and conflict management skills.

KEY PERFORMANCE AREAS

- Ensures provision of optimal, holistic, specialized patient care in accordance with laws and regulations relevant to nursing and health care in the Unit.
- Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act.
- Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting.
- Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences.
- Maintain constructive working relationships with nursing, multidisciplinary team and other stakeholders in caring for the forensic mental health care users.
- Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting.
- Implement standards, practices, criteria and indicators for quality nursing practices.
- Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources.
- Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures.
- Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness.
- Participate in performance reviews for staff i.e. EPMDS
- Participate in health promotion & illness prevention initiatives within the institution.



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

ENQUIRIES: Mrs. TN Ngcobo
Telephone: 033 2604314

APPLICATIONS MUST BE FOWARDED TO: thokozile.ngema@kznhealth.gov.za
The Human Resource Manager
Fort Napier Hospital or hand deliver to No 1 Devonshire Road Napierville Pmb
PO Box 370
Pietermaritzburg
3200
(Attention Ms. SP Ndlovu)