



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Physical Address: 111 Main Road, Ixopo, 3276
Postal Address: Private Bag X502, Ixopo, 3276
Tel: 039 834 8205 Fax: 039 834 1626 Email: zamo.dotyeni@kznhealth.gov.za
www.kznhealth.gov.za

Harry Gwala Health District Office

Enquiries: Mr. Z.N Dotyeni
Date: 10 September 2024

TO: ALL DEPARTMENTAL EMPLOYEES

Vacancies in the Department of Health, Harry Gwala Health District. Deputy Manager Nursing (Level 1 & 2 Hospitals):
Reference Number: HGHD 04/2024

The content 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:

- The following documents must be submitted:
 - Application for Employment Form (Z83), **Fully completed** which is obtained at any Government Department OR from the website: www.kznhealth.gov.za
 - Updated Curriculum Vitae and clearly indicating job title/rank of previous employment as well as roles and responsibilities performed.
 - Certified Copies of the following documents not to be included in the application :**NB will only be submitted by shortlisted candidates on or before interview day**
 - Identity Document
 - Relevant Educational Qualifications
 - Proof of registration with Health Professional Body
- The Reference Number must be indicated in the column provided on the form Z83, e.g. HGHD 04/2024. **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.
- Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews.**
- Applicants in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications
- 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 Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) and proof of experience.**
- This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department. People with disabilities are encouraged to apply.*

All documents must be posted for: Attention: Mr. Z.N Dotyeni, Harry Gwala Health District Office, Private Bag X502, Ixopo, 3276 **or drop off** in the applications box of Harry Gwala Health District Office, 111 Main Street, Ixopo, 3276, for online applications please send application to harrygwaladistricthealth.jobApp@kznhealth.gov.za

CLOSING DATE: 07 October 2024

Mrs. B.A Mkhize
District Director
Harry Gwala Health District Office
Date: _____

ADVERTISEMENTS

Post : Deputy Manager Nursing (Level 1 & 2 Hospitals)
Component : Programmes
Reference Number : HGHD 04/2024
Centre : Harry Gwala District Health Office
Remuneration : R 974 493.00 per annum (TCE Package)
Other Benefits : Rural allowance on a claim basis

MINIMUM REQUIREMENTS FOR THE POST:

- Appropriate Qualification (i.e. Diploma in General Nursing and Midwifery / Degree in Nursing) or an equivalent qualification that allows registration with South African Nursing Council (SANC) as a professional nurse: plus a minimum of 9 (nine) years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General nursing. At least 4 (four) years of the period referred to above must be appropriate/recognizable experience at management level.
- Current proof of registration with the relevant professional statutory body(SANC); PLUS
- Certificate of service stamped by HR must be attached
- Proof of current / previous experience stamped and signed by HR must be attached.

RECOMMENDATIONS

- Diploma / Degree in Nursing Administration or relevant Health Service Management
- Unendorsed valid Code B driver's license (code 08).
- Proof of computer Literacy

KNOWLEDGE, SKILLS, BEHAVIOURAL ATTRIBUTES AND COMPETENCIES REQUIRED

- Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human Resources and Financial management. Leadership, Communication, Problem solving, Computer literacy, Stress tolerance, Self-confidence, Objective, Ethical, Emphatic, Project management, Verbal and written communication, Management and Facilitation, Strategy, Organisational, Leadership, Presentation, Relationship management, Ability to think critically in difficult situations, Independent decision making, Understanding of challenges in the public health sector, Prioritisation, Initiative, Dedication.

KEY PERFORMANCE AREAS

- Provide leadership and contribute towards the realization of the strategic goals and objectives of Harry Gwala District.
- Compile, implement and manage operational plans which enable the efficient, effective implementation and monitoring of integrated health programmes in an environment that promote work ethos and professionalism
- Utilize information technology and other information management systems in conducting weekly, monthly, quarterly reviews, analyze results and realign strategies to improve service delivery at health institutions, clinics , community based services and awareness campaigns
- Provide professional, technical and management support for the provision of quality health care and ensure the efficient and effective utilization of resources allocated to the component, inclusive of the skills development of staff.
- Guide and monitor the implementation of policies , programmes , regulations, practices, standard operation procedures pertaining to integrated health programmes and services (MNCHW, HAST, Nutrition, Oral Health ,Chronic Conditions , Mental Health and Rehabilitation, Eye Care , CDC , School Health, Community Based, Health Promotion, Pharmaceutical Services)

- Establish, maintain and participate in inter-professional, multi-disciplinary and multi-departmental teamwork that promote efficient and effective health care.

Enquiries: Mrs. B.A Mkhize

Telephone: (039 834 8281)

CLOSING DATE: 07 October 2024