



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

HLENGISIZWE CHC

Postal Address : Sibisi Road Unit 6 Hammarsdale 3700

Physical Address: P.O. Box 545 Hammarsdale 3700

Tel: 031 774 1001 Fax: 031 774 0085
www.kznhealth.gov.za

Email address: Nomusa.Sibisi2@kznhealth.gov.za

**TO HEADS OF ALL INSTITUTION
VACANCIES – DEPARTMENT OF HEALTH**

**Enquiries: Mrs. S Dlamini
Date: 2024/09/18**

The contents of this Circular Minutes must be brought to the notice of all eligible officers and employee on your establishment without delay. Also notify all candidates who qualify for the posts in the circular minute even if they are absent from their place of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted :-
 - a) Application for employment form new (Z83) if not new candidate will be disqualified , which is obtainable at any Government Department or from website – www.kznhealth.gov.za
 - b) The new Z83 must be completely filled
 - c) Only shortlisted candidates must submit the certified copies of highest educational qualification, professional registration certificate, certified copy of an ID and not copies of certified copies.
 - d) Curriculum Vitae
2. The reference number must be indicated in the column provided on the form Z83 e.g. HLE 09/2018
NB: Failure to comply with the above instruction will disqualify applicants.
3. The appointment is subject to the positive outcome obtained from NIA to the following checks: (security check, credit records, qualifications, citizenship, and previous experience verifications)
4. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful.
5. Applications send through registered mail are not encouraged as the Department will not take responsibility for non-collection. Fax, E-mail, late and incomplete applications will not be considered
6. This department is an equal opportunity, affirmative action employer, whose aim is to promote equal representatives in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

Due to financial constraint S&T and Resettlement will not be paid

PLEASE FORWARD APPLICATIONS TO: ATTENTION: HR SECTION

ATTENTION: HR SECTION

HLENGISIZWE CHC
P.O BOX 545
HAMMERSDALE
3700

HLENGISIZWE CHC
UNIT 6 SIBISI ROAD
MPUMALANGA T/SHIP
HAMMERSDALE
3700

CHC MANAGER SIGNATURE

19/09/2024
Date

CLOSING DATE FOR APPLICANTS: 11/10/2024



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

POST : **OPERATIONAL MANAGER NURSING**
COMPONENT : **MPUMALANGA CLINIC**
REFERENCE : **03/2024**
NUMBER OF POST : **1**
SALARY NOTCH : **R656 964 – R748 683**

BENEFITS:

- **Home Owner Allowance (conditions apply)**
- **13th Cheque (conditions apply)**
- **Medical Aid (Optional)**
- **Inhospitable Area Allowance (8% of basic salary)**

MINIMUM REQUIREMENTS:

- Senior certificate/Matric or equivalent Plus
- Basic R425 qualification – Diploma/Degree in General Nursing & Midwifery or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse.
- A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing
- One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)
- At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)
- Current registration with SANC as a Professional Nurse & PHC Nurse (2024 SANC receipt)
- Proof of work experience (Certificate of service) endorsed by Human Resource department

RECOMMENDATION

- Diploma in Nursing Management
- Nimart and TB training certificate
- Proof of computer literacy
- Possession of valid drivers' licence

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED:

- Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing the Public Service
- Knowledge of nursing care processes and procedures
- Appropriate understanding of Scope of Practice and nursing standards
- Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patient Rights Charter, Batho Pele Principles, Sound knowledge of Labour Relations Act
- Promote women's health, mother and child, non-communicable diseases, HAST and provide adequate health education, awareness and be involved in campaigns
- Thorough knowledge of NHI, Ideal Clinic Realisation, OHSC and Norms and Standards.
- Leadership, supervisory, organizing, decision making, problem solving and conflict management skills
- Coordination and Report writing skills
- Time management
- Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player.



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

- Good communication and interpersonal skills and ability to function well within a team
- Demonstrate a basic understanding of HR and Financial Policies and practices.
- Demonstrate basic computer literacy as a support tool to enhance service delivery.

KEY PERFORMANCE AREAS

- Facilitate provision of efficient and effective comprehensive package of service at PHC level including priority programmes and quality improvement programs
- Develop clinic Operational Plan, monitor the implementation and submit progress reports;
- Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics
- Ensure proper control and effective utilization of all resources including HR, Financial, and infrastructure.
- Ensuring supervision and overseeing of the clinic and outreach services
- Allocate and supervise all staffs on daily basis
- Provide efficient and cost-effective utilization of human resources in the facility
- Ensure and advocate for staff development and monitor staff performance according to EPMDS
- Implement and lead ideal clinic maintenance and realisation status (ICRM), OHSC and norms and standard in the clinic
- Delegate and monitor outreach services and school health programme in the community
- Deal with disciplinary and grievance matters including monitoring and managing absenteeism.
- Ensure that DWOB, Batho Pele principles, National Core Standards and ideal clinic priorities are proficiently implemented
- Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by Nursing Act, Occupational Health and Safety Act.
- Provide effective leadership in the management of clients' complaints/ accident/incidents in the facility.
- Monitor the compilation collation and submission of data and other reports timeously
- Maintain constructive working relationships with all stake holders i.e. inter-professional, the multi-disciplinary team and attending Operation Sukuma Sakhe meetings
- Demonstrate leadership acumen in implementation of 95-95-95 programmes in the clinic
- Advocate and promote nursing ethos and professionalism in the clinic.

ENQUIRIES: Mrs S Dlamini

TEL: 083 414 9318

All applications should be forwarded to: **The CHC Manager
Hlengisizwe CHC
P O BOX 545
Hammersdale
3700**

**Hand delivered: Hlengisizwe CHC
Unit 6 Sibisi Rd
Mpumalanga T/ship
Hammersdale
3700**

Signed by CEO: _____

CLOSING DATE: 11/10/2024