



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: HRMS

Physical Address: 75 R.D. Naidu road, Sydenham
Postal Address: PO Dormerton, 4015
Tel: 031 242 6055 Fax: 031 2099586
Email: fana.cele@kznhealth.gov.za
www.kznhealth.gov.za

King Dinuzulu Hospital Complex: HRMS

TO: ALL HEADS OF ALL DEPARTMENTS

VACANCIES IN THE DEPARTMENT OF HEALTH: KING DINUZULU HOSPITAL COMPLEX

CIRCULAR MINUTE: KDHC 08/2024

The contents of this Circular Minute 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 (Form Z.83), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.

(b) Comprehensive CV (with detailed experience).

(c) Copies of Qualification, Registration Certificate with SAPC and drivers licence must not be submitted when applying for employment.

2. The Reference Number must be indicated in the column provided on the form Z.83.

3. **Persons with disabilities should feel free to apply for the post.**

NB: (a) Failure to comply with the above instructions will disqualify applicants. Faxed and e-Mailed applications will **NOT** 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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).**

NB. NO PAYMENT OF S & T AND RESETTLEMENT EXPENDITURE.

4. 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.

5. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications.

(All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply)

CLOSING DATE FOR APPLICATIONS IS: 16/11/2024

**The Chief Executive Officer
King Dinuzulu Hospital Complex**



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

KING DINUZULU HOSPITAL COMPLEX –RE-ADVERTISEMENT

POST : **MANAGER NURSING (LEVEL 3 HOSPITAL)**
INSTITUTION : **KING DINUZULU HOSPITAL COMPLEX**
REFERENCE NO : **KDHC 08/2024**
DEPARTMENT : **NURSING MANAGEMENT**
REMUNERATION : **R 1 094 880 – R 1 251 879.00**

OTHER BENEFITS : All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules).

MINIMUM REQUIREMENTS FOR THIS POST:

- Senior Certificate/ Grade 12.
- Diploma / Degree in General Nursing that allows registration With SANC as Professional/General Nurse
- Diploma in Nursing Administration or Management
- Current registration with the SANC 2024 as a Professional Nurse
- A minimum of **10 years** appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing
- At least **5 years** of the period referred to above must be appropriate / recognizable experience as **management level** (Assistant Manager Nursing)
- Proof of working experience endorsed by Human Resource Department

RECOMMENDATIONS

- Computer literate
- Valid driver's license

KNOWLEDGE, SKILLS, COMPETENCIES AND TRAINING REQUIRED:

*The incumbent of this post will report to the **Chief Executive Officer** , and will be responsible to provide Nursing Management Services in order to ensure that resource are managed in such a way that the institution delivers sustainable ,coordinated and integrated patient care , and as such the ideal candidate must:*

- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patients' Rights, Batho Pele principles and etc.
- Mentorship & supervisory skills
- Leadership, management, planning, organizing and coordinating skills
- Clinical competencies and policy formulation skills
- Knowledge of nursing care delivery approaches
- Good verbal and written communication skills
- Conflict management / sound labour management skills
- Mentorship and supervisory skills
- Computer literacy
- Knowledge and understanding of Human Resource and Financial practices

KEY PERFORMANCE AREAS:

- Provide leadership a strategic direction in the Nursing Component.
- Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care.
- To execute duties and functions with proficiency, in support of aims and strategic objectives of the hospital and of the Department of Health.
- To contribute towards strategic planning process of the hospital.
- Represent Nursing Component in the Senior Management Team.
- To demonstrate hospital's commitment to quality nursing care and ensure compliance with National Core Standard.



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

- Advocate and ensure the promotion of nursing ethos and professionalism.
- To manage and supervise the formation and implementation of policies, procedures for nursing service.
- To manage and ensure efficient utilization of allocated human resources, financial and non-financial resources.
- Deal with disciplinary and grievance matters.
- To ensure provision of effective and efficient infection control services in the hospital and affiliate primary health care services.
- Monitoring and evaluation of patient care delivery in the hospital
- Initiate and participate in health promotion to ensure consistent communication of relevant ,accurate & comprehensive information on health care
- Develop/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork)
- Formulation and implementation of nursing guidelines, practices, standards & procedure.

NB: SHORTLISTED CANDIDATES MAY BE SUBJECTED TO GENERIC ASSESSMENT

ENQUIRIES: Dr. Z.F Dlamini

TEL NO: 031 242 6242

CLOSING DATE FOR APPLICATIONS: 16 November 2024

Applications should be forwarded to: The Acting Deputy Director: HRM: Mr. F.G Cele
Human Resource Department
King Dinuzulu Hospital
P O Dormerton, 4015

Email to: KingdinuzuluHospital.HRJobApplication@kznhealth.gov.za. OR
KGVREGISTRY@kznhealth.gov.za

OR

Hand delivered to:

The Human Resource Department
King Dinuzulu Hospital
75 R.D. Naidu Roads
Sydenham
4015