



**KWAZULU-NATAL PROVINCE**

HEALTH  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE:**

Physical Address: Pomeroy CHC

HUMAN RESOURCE MANAGEMENT

Physical Address: Private Bag X529,Pomeroy,3020

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[www.kznhealth.gov.za](http://www.kznhealth.gov.za)

**Enquiries: NL MTSHALI**

**Reference: HRM 4/2/1**

**Date: 2024/09/26**

**To: DISTRICT MANAGERS  
HOSPITAL MANAGERS, COMMUNITY HEALTH MANAGERS  
HEADS OF INSTITUTIONS  
HEAD OFFICE MANAGERS**

**VACANCIES IN THE DEPARTMENT OF HEALTH**

The contents of this Circular Minute must be brought to the notice of all eligible employees of 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 CANDIDATE:**

**The following documents must be submitted and if not submitted the applicant will be disqualified forthwith:** Applications must be submitted on the prescribed Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents proof of current and previous work experience endorsed and stamped by human resource/certified Of service will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 05/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).

**CLOSING DATE: 18 OCTOBER 2024**

**NB: PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S&T**

\_\_\_\_\_  
DR BR NDABA  
CEO/MEDICAL MANAGER

\_\_\_\_\_  
DATE



## **KWAZULU-NATAL PROVINCE**

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Post : Operational Manager Nursing  
Centre : Mazabeko Clinic  
No. of post : 01  
Salary Level : 10  
Ref no. : POM 05/2024  
Salary notch : R 656 964 – R 748 683  
Grade : 01

Other Benefits : 13<sup>th</sup> Cheque, Medical Aid and Housing Allowance Optional, 12% Rural allowance (Employee Must Meet prescribe Requirements)

### **MINIMUM REQUIREMENTS FOR THE POST**

- Grade 12 (senior certificate).
- Degree/ Diploma in General Nursing Science & Midwifery plus Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).
- Current Registration with the SANC as a General, Midwifery and Primary Health Care nurse 2024.
- A minimum of 9 years appropriate / recognizable experience after registration as a Professional nurse of which at least 1 year must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care, At least 5 years of period referred to above must be appropriate/recognizable experience in PHC after obtaining the 1 year post basic qualification in PHC.
- Applicants are submitting Z83 and CV Only

### **KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED**

- Leadership, organizational, decision making, counselling and conflict management skills.
- Knowledge of nursing care processes and procedures and all relevant legal framework.
- Interpersonal skills including public relations, negotiating, Sound knowledge of discipline processes and grievance procedures. Financial and budgetary knowledge.
- Team building, planning and supervisory skills.

### **KEY PERFORMANCE AREAS**

- Provision of quality comprehensive Primary Health care by promoting preventive, curative and rehabilitative services for the clients and community.
- Implement, monitor and sustain Community Oriented Primary Care (COPC) through the Community Based Model (CBM).
- Formulate, implement and monitor Operational Plan aligned to District Health Plan.
- Maintain inter-sectoral collaboration with other government structure through the Operation Sukuma Sakhe (OSS) concept.
- Conduct community awareness as determined by disease burden within catchment population utilizing the Integrated Multi Stakeholder Health Promotion and Wellness Strategy.



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- Implement the Employee Management and Development System Implement conflict management, disciplinary and grievance procedure. Analyse, implement and monitor Departmental objectives, policies and procedures. Conducts clinical audits and implement quality improvement plans.
- Effective allocation, utilization and monitoring of allocated resources. Manage and coordinate smooth running and integration of the chronic program within the PHC services taking into consideration of ICSM prescripts. Manage and support education, in-service training, and practice development initiatives in the unit, maintain professional growth, ethical standards and participation in training and research. Implement and Monitor Quality Improvement programs (Ideal Clinic maintenance and Realization/Norms and Standards).
- Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational health and safety act. Accurate collation, verification, analysis, and submission of data within set timelines.

**ENQUIRES: Ms TM KHOZA**

**Telephone: 034-662 3300**

**NB: PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S&T AND RESETTLEMENT PAYMENT FOR ATTENDING INTERVIEWS. ACCOMODATION WILL ONLY BE ALLOCATED FOR SUCCESFULL CANDIDATE. IT WILL BE AVAILABLE PRIOR TO ASSUMPTION OF DUTY. NO INTERIM ACCOMMODATION IN A FORM OF BED AND BREAKFAST OR HOTEL ACCOMMODATION**

**ALL APPLICATIONS SHOULD BE POSTED ON: HUMAN RESOURCE MANAGER  
POMEROY CHC  
PRIVATE BAG X529  
POMEROY  
3020**

**OR HAND DELIVER AT POMEROY CHC HUMAN RESOURCE MANAGEMENT  
OFFICES; OFFICE NUMBER 16-114;  
OR MBALENHLE.ZULU@KZNHEALTH.GOV.ZA  
CLOSING DATE: 18 OCTOBER 2024**