



DIRECTORATE:

Private Bag X 517, Clydesdale Location, UMzinkhulu 3297

St Margaret's CHC UMzinkhulu 3297

Tel: 039 2599 222 Fax: 039 259 0645 Email: luckyvanzimande@kznhealth.gov.za
www.kznhealth.gov.za

ST MARGARET'S CHC

HUMAN RESOURCE MANAGEMENT

06 May 2024

Enquiries: SP Adonis

Tel: 039 2599 222

TO: ALL DEPARTMENTAL EMPLOYEES

Vacancies in the Department of Health, St Margaret's CHC (RIVERSIDE CLINIC Operational Manager Nursing (PHC) –SECTION x01 Posts : Reference Number: SMCHC 05/2024

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:
 - Z83 New form (Application for employment form) effective 1 January 2021- completed and signed which is obtained at any Government Department OR from the website: www.kznhealth.gov.za
 - Comprehensive CV (with detailed experience)
 - Copies of qualification, ID and Driver's license, proof of experience must NOT be submitted when applying for employment. These will be requested only from shortlisted candidates.
- The Reference Number must be indicated in the column provided on the form Z83, e.g. SMH 06/2023. 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 representatively at all occupational categories in the department. People with disabilities are encouraged to apply.*

All documents must be posted for: Attention: Mr. TL Nzimande St Margaret's Hospital, Private Bag X517, UMzinkhulu 3297 OR Dropped off in the applications Box of St Margaret's Hospital, Clydesdale Location UMzinkhulu 3297.

All online application should be forwarded to this Email Address: StmargaretsHospital.HRjobApplication@kznhealth.gov.za

CLOSING DATE: 07 June 2024

Mr SP Adonis

Deputy Manager Nursing



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

JOB TITLE : OPERATIONAL MANAGER NURSING (SPECIALITY-PHC)
NO. OF POSTS : X 01
CENTRE : ST MARGARET'S CHC (RIVERSIDE CLINIC)
REFERENCE N. : SMCHC 05/2024
REMUNERATION : R656 964 – R748 683 Plus Rural Allowance (provided the post
: meets the requirements)

BENEFITS : 13th Cheque, home owner's allowance and Medical
Aid optional (Employee must meet prescribed
Conditions)

MINIMUM REQUIREMENTS FOR THE POST:

- Grade 12 or equivalent qualification
- Basic R425 qualification (i.e. Degree, diploma in Nursing qualification that allows registration with South African Nursing Council as a professional Nurse
- Registration with SANC as General Nurse (Current South African Nursing Council receipt- license to practice 2024)
- A Post basic qualification in Primary Health care, Clinical Nursing science, Health Assessment, Treatment and Cure with duration of at least one year, accredited with the South African Nursing Council PHC.
- A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwifery with the SANC in General Nursing, of which 5 years must be recognisable experience after obtaining 1 year post basic qualification in Primary Health care
- Certificate of service endorsed by HR
- Experience in TB/HIV/AIDS Management ➔

RECOMMENDATIONS:

- HIV/AIDS Certificate/Diploma
- Driver's License and Computer certificate
- NIMART training

NB: All the above mentioned documents need not to be attached on application but will be requested (only from shortlisted candidates).

Proof of current and previous work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (Only if Shortlisted)

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES REQUIRED:

- Thorough knowledge and insight of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho Pele principles
- Operational Management Skills
- Ability to interact with diverse stakeholders and health care users and givers
- Good communication skills, Report writing skills, Facilitation skills, Co-ordination skills, Liaison skills, Networking, Problem solving skills, Information Management Planning and Organizing skills, Computer skills
- Leadership, Decision making, supervisory and problem solving skills.
- Coaching , conflict handling and counselling skills



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- Financial and budgetary knowledge and skills pertaining to the relevant resources under management. Disciplinary code procedure, Grievance procedure and financial policies and practices.

KEY PERFORMANCE AREAS:

- Responsible for overall supervision of an integrated quality and comprehensive primary health care services delivery to the community
- Improve outcomes by focusing on health prevention, Health promotion, curative and rehabilitative approach through implementation of policies, guidelines and SOPs.
- Ensure PITC and adherence counselling is being provided to all clients in the facility.
- Promote Advocacy, disclosure and adherence to treatment and care thus ensuring that facilities comply with the batho Pele principles.
- Ensure provision of primary prevention strategies and integrated screening of TB, HIV, COVID 19, NCDs STI's and Mental Health.
- Ensure the availability of medication, essential equipment and supplies as well as proper utilization thereof.
- Participate in the realization and maintenance of Ideal clinic programme (ICRM) to comply with norms and standards of the Health establishment according to OHSC.
- Ensure data Management is implemented and monitored.
- Ensure communication and collaboration with other stakeholders is being improved through the support of OSS interventions.
- Maintain inter-sectoral collaborations with other government structures.
- Participate in monitoring of HR performance through EPMDS.

ENQUIRIES OF THE POST MUST BE DIRECTED To : Mr SP Adonis

Deputy Manager Nursing
St Margaret's CHC
Private Bag X 517
UMzimkhulu
3297

TEL : 039 2599 222
Email Address

CLOSING DATE : 07 June 2024

Original signed and kept on file
(For) HOSPITAL MANAGER

Mr SP Adonis
Deputy Manager Nursing