



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Physical Address : Msomuhle Road Mandeni, 4490
Postal Address: Private Bag x 6032 Mandeni 4490
Tel: 032 454 0066 Fax: 032 450121 Email:Vuyile.Gcabashe@kznhealth.gov.za
www.kznhealth.gov.za

Sundumbili Community Health Centre

VACANCIES IN THE DEPARTMENT OF HEALTH KWAZULU NATAL

TO HEADS OF ALL INSTITUTIONS

The content of this Circular minute should be brought to the notice of all eligible officers and employees on your establishment without delay. Also notify all candidates who qualify for the post in this 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 (Form new Z83), which is obtainable at any Government Department **OR** from the website - www.kznhealth.gov.za.
 - (b) A comprehensive CV (with detailed experience).
 - (c) Copies of qualifications and driver's license **must not** be submitted when applying for employment
2. The reference number must be indicated on the space provided on z 83 application form e.g. Reference SUN01/2022

NB FAILURE TO COMPLY WITH THE ABOVE INSTRUCTION WILL DISQUALIFY APPLICANTS.

3. Please note that due to the large number of applications received, applications will not be acknowledged. However should you not here any response from us in four (4) weeks after the closing date of this advert you must consider your application unsuccessful.
4. Applications in possession of a foreign qualification must attach an evaluation certificate from the SAQA to their applications. Holders of non-RSA Citizenship/Permanent Residents/Work permits must submit documentary proof together with their applications.
5. The appointment is subject to the positive outcomes obtained from the following checks: Security Clearance, Qualifications (SAQA, Citizenship and previous Experience Verification.
6. ***This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. People with disability should feel free to apply for the post advertised.***
7. **African males are encouraged to apply.**

Closing date for the Applications: 2024.10.11

Application should be forwarded to: Vuyile.Gcabashe@kznhealth.gov.za

Sundumbili CHC
Private bag X 6032
MANDENI
4490

A 862/3 Umsomuhle Road
Sundumbili Township
MANDENI
4490 **Attention: Human Resource Department**

Original has been signed by Sundumbili CEO

Signed.....Date.....

DUE TO FINANCIAL CONSTRAINTS THERE WILL BE NO S&T CLAIM

Post : Deputy Manager Nursing (Lev 1&2)
Centre : Sundumbili CHC
Reference Number : Sund 08/2024
SALARY : R974 493.00 p.a.

OTHER BENEFIT: Housing allowance (Employee must meet prescribed requirements).
13th cheque, Medical Aid (Optional)

MINIMUM REQUIREMENTS

- Diploma/degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse.
- Current registration with SANC as a professional Nurse.
- A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing.
- At least 4 years of the period referred to above must be appropriate/recognizable experience at Management level.
- Computer Literacy
- Valid Driver's Licence
- Proof of working experience/ Certificate of service which is signed and stamped by HR department
- Applicants who have acted must provide documentary proof.

KNOWLEGDE, SKILLS AND COMPETENCES

- Knowledge of Nursing Act and regulation.
- Knowledge of Health Act
- Knowledge of Code of ethics.
- Knowledge of Nursing standards of practice
- Knowledge of professional practice of the South African Nursing Council.
- Knowledge of scope of practice.
- Knowledge of mental Act Labour relations Act.
- Knowledge of disciplinary code and procedure
- Knowledge of Financial management act.
- Knowledge of grievance procedure
- Knowledge of skills development act
- Knowledge of Public service regulations
- Good communication skills, report writing skills, problem solving skills, negotiation skills, planning and organising skills, interpersonal skills and change management skills.
- Computer skills

KEY PERFORMANCE AREAS

- Provide guidance and towards the realisation of the strategic goals and objectives of the division of Nursing component by establishing the strategic direction of the component to ensure the alignment with its business plans and participating in the development of the CHC strategic plan.
- Provide professional, technical and management support for the provision of quality patient care through proper management of Nursing care programs.
- Advocate and ensure promotion of Nursing ethos and professionalism
- Develop and monitor of policies, programmes, regulation, practices, procedures and standards pertaining to Nursing care.
- Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery
- Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care.
- Manage and utilize resources i.e human, financial, physical and material in accordance with relevant directives and legislation.
- Establish, Supervise and maintain coordinated functioning of the Nursing services to ensure acceptable standard of patient care.
- Analyse staffing needs and develop a plan to meet the needs and continuously review, explore and utilization opportunities for professional development to enhance professional; knowledge.
- Formulate and manage the component's budget against its strategic objective and ensure proper utilization thereof.
- Initiate and identify ways of containing health care costs without compromising standards.
- Facilitate formulation, reviewing policies, procedures and implementation thereof.
- Ensure functioning quality improvement programmes in each component/department.
- Monitor expenditure by putting into place relevant mechanisms to ensure appropriate and economical use of resources.

ENQUIRIES : Dr. R Vishnupersadh
CONTACT NO : 032-454 7504
CLOSING DATE : 11/10/2024

Post : Operational Manager Specialty (Maternity)
Centre : Sundumbili CHC
Reference Number : Sund 13/2024
SALARY : R656 964.00 p.a. + 8% Rural Allowance

OTHER BENEFIT: Housing allowance (Employee must meet prescribed requirements).
13th cheque, Medical Aid (Optional)

MINIMUM REQUIREMENTS

- National Senior Certificate/Grade 12
- Diploma/degree in General Nursing and Midwifery Plus 1 year post basic qualification in that allows registration with the South African Nursing Council as a Professional Nurse.
- Current registration with SANC as a professional Nurse.
- A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse and midwife with SANC of which 5 years must be recognizable experience after obtaining Post basic qualification.
- Registration with South African Nursing Council as Professional Nurse
- Current SANC Receipt
- Proof of working experience/ Certificate of service endorsed by Human Resource department

KNOWLEGDE, SKILLS AND COMPETENCES

- Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the public services.
- Knowledge of nursing care processes and procedures.
- Knowledge of quality assurance standards as directed by negotiated service delivery agreement, National Core standards, ideal clinic, Patients Right's Charter, Batho Pele Principles.
- Appropriate of understanding of scope of practice and nursing standards.
- Sound knowledge of Labour Relations Act.
- Leadership, Supervisory, Organising, Decision making, Problem solving abilities skills, co-ordination and report writing skills.
- Time management, personal attributes, responsiveness, professionalism, supportive, assertive and must be a team player.
- 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.

KEY PERFORMANCE AREAS

- Manage the practice of all staff in Maternity Unit to ensure that individual patient care provided is of the highest standard.
- Provide adequate supervision and mentoring of junior personnel.
- Ensure effective utilization and monitoring of all resources in line with cost containment plan of the institution.
- Facilitate implementation of integrated material and child health programmes.
- Conduct clinical audits and develop remedial action plans and implementation of such.
- Ensure accurate collation, analysis and verification of monthly date within the unit and participate in data management meetings.
- Participate and oversee development and implementation of clinical policies, procedure and guidelines for MNCWH
- Participate co-ordinate and conduct perinatal and Child mortality meetings.
- Ensure compilation and timeous submission of relevant reports.
- Provide effective, adequate leadership and supervision of all sub-units in the sub-components i.e ANC, Labour and Post Natal Care.
- Improve quality of care through reduction of public complaints and waiting time, implement and monitor National Core standards.
- Monitor infection control measures in the Unit.
- Participate in outbreak, preventive and promotive programmes within the community.
- Administer Clinical treatment to acute patients and make appropriate referrals.
- Monitor infection control measures within the unit.
- Improve quality care through reduction of Public complaints and waiting times
- Oversee all aspects related to mother and child (CTOP, ESMOE, FP, MBFI and CARMMA and HBB)
- Assist with the coverage in the nursing component.
- Ability to do presentation at District level.
- Maintain the code of conduct: Public service and Professional body.
- Ability to plan and organise own work and that of support personnel to ensure proper nursing.

Enquiries : Ms. AR Zungu
Contact : 032 454 0066
Closing Date : 11/10/2024

Post : Operational Manager Nursing (PHC)
Number of Posts : 01
Centre : Isithebe Clinic
Reference Number : Sund 09/2024
Salary : R656 964 p.a. + 8% Rural Allowance
Other Benefits : 13TH cheque, Medical Aid (Optional)
: Housing Allowance (employee to meet prescribed requirements)

APPOINTMENT REQUIREMENTS

- National Senior Certificate/Grade 12
- Diploma / Degree in Nursing Science
- Proof of SANC registration certificate as General and midwife
- Current SANC receipt
- One year diploma in Primary Health Care
- Minimum of 9 years nursing experience after registration as Professional nurse with SANC.
- At least 5 years of the period referred above must be appropriate after obtaining Diploma in Primary Health Care
- Proof of experience/certificate of service endorsed by Human Resource Department.

KNOWLEGDE, SKILLS AND COMPETENCES

- Knowledge of Nursing care process and procedures
- Knowledge of disciplinary process and grievance procedures
- Leadership, organizational, decision making and problem solving skills
- Report writing skills, and time management skills Good communication, interpersonal relations, counseling and conflict management skills.
- Ability to formulate patient care related policies.
- Knowledge of Public service policies , Acts and regulations

KEY PERFORMANCE AREAS

- Implement and maintain clinical competencies to ensure scientific of nursing process, policies and standards are maintained.
- Provide effective management and professional leadership at the clinic
- Ensure proper utilization and control of surgical sundries equipment and keep an accurate record.
- Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation unit.
- Prevent, monitor patients incidents and report.
- Screen, diagnose and treat patients with minor ailments.
- Ensure that all administrative functions required in the component are performed to the required standards including performance management development system.(EPMDS)
- Demonstrate effective communication with patients, supervisors and other health workers or professionals and junior colleagues including more complex report written when required.

ENQUIRIES : MR. P.E MTHETHWA
TEL. NO. : 032 – 454 7533
CLOSING DATE : 2024/10/11