



VACANCY ADVERTISEMENT

Vacancy Information Download

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| Reference Number: | KZNPG/20230914/1005 |
| Advert Reference Number: | SMCHC 08/2023 |
| Job Title: | PNB3 OPERATIONAL MANAGER (PHC SUPERVISOR) |
| Job Level: | 10 |
| Vacancy Type: | Internal & External |
| Salary: | R627 474.00 |
| Department: | KZN HEALTH |
| Component: | ST MARGARETS CHC |
| Employment Type: | Permanent |
| Center: | ST MARGARET'S CHC |
| Number Of Posts: | 1 |

Duties/Responsibilities:

.Provide primary health care supervision, monitoring and evaluation of systems for all clinics under St Margaret's CHC.
.Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by St Margaret's CHC.
.Promotes quality of nursing care as directed by the professional scope of practice and standard in line with facility operational plan.
.Ensure effective performance management of staff in line with performance Management and Development system policy of the department.
.Effective management of complaints, ideal clinic and national core standard initiatives prioritization.
.Ensure effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff.
.Effective implementation of disciplinary code and procedures fairly equally.
.Ensure effective records management and submission of monthly reports/stats accordingly.
.Ensure that risks and hazards are identified and dealt with accordingly in line with departmental imperatives.

Qualifications and Experience:

.Grade 12 (Senior Certificate) standard 10 or Vocational Nation Certificate
.Registration with SANC as general Nurse (Current South African Nursing Council receipt-license to practice 2023)
.Basic R425 qualification (i.e. Degree, diploma in Nursing qualification that allows registration with South African Nursing Council as a professional Nurse
.Registration certificate with SANC as Professional Nurse.
.A Post basic Nursing qualification in Primary Health care with duration of at least one year, accredited with the South African Nursing Council PHC qualification.
.A minimum of 9 years recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
.At least 5 of the period referred to (as 9 years recognisable experience) must be recognizable experience in PHC speciality after obtaining 1 year post basic qualification in Primary Health Care

Essential Knowledge, Skills and Competencies Required:

.In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery; e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho Pele principles, Public Service Regulation, Disciplinary Code and Procedure, Grievance Procedure; Performance Management and Development policy;
.Basic understanding of Human Resources and financial policies and practices;
.Effective communication skills with stakeholders;
.Teamwork, and report writing skills;
.Leadership, organizational, decision making, and problem solving abilities;
.Diversity Management and Change Management,
.Interpersonal Relations and Basic Computer skills

Additional Information

CURRENT REGISTRATION WITH SOUTH AFRICAN NURSING COUNCIL

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 29 Sep 2023

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c)Applications received after the closing date will not be considered.
- d)Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h)Only candidates who meet the requirements may apply.
- i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j)Applications from Recruitment Agencies will not be considered.
- k)Applications sent to incorrect email address will not be considered.
- l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m)The appointed candidate shall be required to sign a performance agreement.
- n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.