



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20230928/1045
Advert Reference Number:	SAH 33/2023
Job Title:	Operational Manager (General) (Hast Programme)
Job Level:	110
Vacancy Type:	External
Salary:	R497 193 per annum
Department:	KZN HEALTH
Component:	ST ANDREWS DISTRICT HOSPITAL
Employment Type:	Permanent
Center:	St Andrews hospital
Number Of Posts:	1

Duties/Responsibilities:

 Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost effective, efficient manner.

 Assist in planning, organizing and monitoring of objectives of the specialised unit.

 Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.

 Able to plan and organize own work and that of support personnel to ensure proper nursing care.

 Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations(Batho Pele).

DIRECTORATE:

Physical Address: St Andrew's Hospital, Private Bag X1010,Harding 4680

Tel: 039 433 1955 Fax: 039 433 1529 Email: veronica.ndlovu@kznhealth.gov.za@kznhealth.gov.za

www.kznhealth.gov.za

HUMAN RESOURCE MANAGEMENT

 Work as part of the multidisciplinary team to ensure good nursing care.

 Demonstrate effective communication with patients, supervisors and other clinicians, including Report writing when required.

 Ensure compliance with all National, Provincial and Professional prescripts in order to render a Safe patient service and improve client satisfaction.

 Participate in the analysis and formulation of nursing policies and procedures.

 Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff.

 Provide direct and indirect supervision of all staff within the unit and give guidance.

 Order appropriate level of consumables and monitor utilization.

 Ensure that equipment in the unit is adequate and is checked and functional..

 Provide for a safe, therapeutic and hygienic environment.

 Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences.

 Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures.

 Monitor and evaluate the care and Management of all patients and ensure the maintenance of Accurate and complete patient records.

Qualifications and Experience:

Senior Certificate (Grade 12) or equivalent qualification

 Degree/ National Diploma in nursing that allow registration with the SANC as a Professional Nurse and midwifery.

 A minimum of seven (7) years appropriate/ recognisable experience in Nursing after Registration as professional nurse with SANC in General Nursing.

 Current registration receipt with SANC (2023)

 Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service).

Essential Knowledge, Skills and Competencies Required:

 Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks.
 Good verbal and written communication and report writing skills. Decision making and problem solving skills
 Conflict management and negotiation skills.
 Project Management skills.
 Must have good knowledge of Cardiac Conditions
 Basic Computer skills.

Additional Information

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 : 13 Oct 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.