



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20231018/1159
Advert Reference Number:	COSH 38/2023
Job Title:	PHC SUPERVISOR
Job Level:	10
Vacancy Type:	External
Salary:	R627 474.00
Department:	KZN HEALTH
Component:	CHURCH OF SCOTLAND DISTRICT HOSPITAL
Employment Type:	Permanent
Center:	CHURCH OF SCOTLAND HOSPITAL
Number Of Posts:	1

Duties/Responsibilities:

Ensure that implementation of all priority programmes in the clinics are implemented and monitored. Manage and monitor proper utilization of human, financial, physical and material resources.
Deal with the disciplinary and grievance matters including monitoring and managing absenteeism.
Provision of administrative services by planning, organizing and ensure the availability of medication and essential equipment in all clinics. Monitor and evaluate HR performance EPMDS for all relevant staff.
Ensure data management in all clinics is implemented and monitored. Implement and provide support to OPERATION SUKUMA SAKHE (flagship programme). Monitor infection prevention and control in the Clinic.
Ensure that clinic committees are functional. Maintain good relations with community stakeholders.
Ensure compliance to National Core Standards and Ideal Clinic Realization. Ensure an integrated approach with implementation of Primary health care programs to provide the comprehensive service delivery package including prioritizing of needs within the facility. Monitor and evaluate the performance of Primary healthcare services within the designated area in line with the public health indicators

Qualifications and Experience:

Grade 12 certificate, Degree/ Diploma in General Nursing plus 1 year post basic qualification in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care, Current registration with SANC as a General Nurse and Midwifery (2023 receipt), A minimum of 9 years appropriate/ recognize experience in Nursing after registration as a Professional Nurse with the SANC. Five (5) years of the period referred to above, must be appropriate/recognized experience after obtaining a 1 year post basic qualification in Clinical Science, Assessment, Diagnosis, Treatment and Care. Certificate of service endorsed by HR as proof of experience

Certified copies of qualifications and other relevant documents will only be requested from shortlisted candidates

Essential Knowledge, Skills and Competencies Required:

Knowledge of Nursing Care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Public Service Regulations. Labour Relations Act, disciplinary code and procedures, grievance procedure etc. Knowledge of SANC rules and Regulations and other relevant Legal framework, Knowledge of Quality Assurance programmes, Batho Pele principles and patient Right charter, Insight into procedures and policies pertaining to nursing care, Human Resource Management and basic financial management skills
Leadership organisational, supervisory and report writing skills , Good communication , counselling , interpersonal relations, conflict management, decision making and problem solving skills, Computer skills in basic programmes

Additional Information

Degree / Diploma in Nursing Administration/ management, Training certificate on Nurse initiated and management of ART (Nimart), Valid driver's licence code 8 (B) OR 10 (C1)

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 : 27 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.