



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNP/20241223/2611
Advert Reference Number:	N52 /2024
Job Title:	CLINICAL PROGRAMME COORDINATOR
Job Level:	OSD
Vacancy Type:	Internal & External
Salary:	R 520 560 per annum
Department:	KZN HEALTH
Component:	UMKHANYAKUDE DISTRICT HEALTH OFFICE
Employment Type:	Permanent
Center:	UMKHANYAKUDE HEALTH DISTRCT
Number Of Posts:	3

Duties/Responsibilities:

<p>Facilitate and oversee the development of operational/business plans to give strategic guidelines: .Align individual performance to the strategic business objectives as outlined in the component's balance scorecard .Oversee the development and implementation of policies, directives, acts and regulations</p> <p>Maintain standards and norms of nursing practice to promote the health status of health care users: .Utilise the Nursing Act, Regulations, Code of Ethics and Professional Practice of the SANC and the body of scientific knowledge in service rendering. .Conduct staff meetings to disseminate information such as new developments on policies and guidelines .Monitoring and evaluation of maintenance of nursing ethos and professionalism .Respond to queries and questions from relevant structures with regard to complaints of nurses conduct to patients</p> <p>Manage and utilize resources in accordance with relevant directives and legislation: Human .Analyse staffing needs and develop a plan to meet the needs .Deal with grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline .Review, explore and utilize opportunities for professional development to enhance professional knowledge .Contribute to the education and professional development of student and colleagues .Initiate the recruitment and retention of competent nursing personnel .Manage and monitor the implementation of the PMDS .Facilitate training and development of nursing professionals and ensure capacity and development of staff .Ensure delegation of activities commensurate with the abilities and scope of practice of other nurse practitioners .Manage and monitor the implementation of a duty roster, leave schedules and attendance registers</p> <p>Financial and Physical Resources .Formulate and manage the component's budget against its strategic objectives and ensure proper utilization thereof .Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure .Ensure that spending is maximized in line with strategic objectives .Monitor memorandums of understanding, service level agreements and expenditure review</p> <p>Physical and material .Initiate and identify ways of containing health care costs without compromising standards .Monitor and report on the utilization of physical equipment .Manage and control material resources and assets</p> <p>Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes: .Ensure the identification and outlining of objectives for the plan of care taking into consideration the capacity of clients .Facilitate the auditing of clinical records by analyzing data.</p> <p>Develop and implement quality assurance programmes, guidelines, protocols, norms and standards: .Ensure the implementation of standards of practice and activities for patient care .Participate in policy development and facilitate stakeholder participation to ensure that health care user's needs receiving attention .Advocate for the rights of clients in the health care system</p> <p>Utilise information technology (IT) and other management information systems to manage information for the enhancement of service delivery: .Maintain the quality of data and information in documentary and electronic systems .Evaluate the content of minimum program data sets and utilize it to compare interventions and outcomes</p> <p>Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. .Develop good working relationships within the department and with stakeholders .Participate with members of the health team in decision-making pertaining to health care delivery</p> <p>Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. .Develop good working relationships within the department and with stakeholders</p>
<p>Qualifications and Experience:</p> <p>. Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse PLUS . Current registration with South African Nursing Council (SANC). PLUS . Minimum of Seven (7) years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing</p>
<p>Essential Knowledge, Skills and Competencies Required:</p>

Through knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as:

- .Nursing Act
- .Health Act Occupational Health and Safety Act
- .Patient Rights Charter Batho Pele principles etc.
- .Skills Development Act
- .Public Service Regulations
- .Labour Relations Act
- .Disciplinary Code and Procedure
- .Grievance Procedure
- .Operational Management Skills
- .Good Communication Skills
- .Report Writing Skills
- .Facilitation Skills
- .Co-ordination Skills
- .Liaison Skills
- .Networking
- .Problem Solving Skills
- .Information Management
- .Planning & Organising skills
- .Computer Literacy skills
- .People Management
- .Conflict Management
- .Change Management
- .Knowledge Management

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 : 10 Jan 2025

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.