

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.
- CLOSING DATE** : 29 September 2017
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

OTHER POST

- POST 37/221** : **OPERATIONAL MANAGER: SPECIALITY REF NO: HRM 32/2017**
Directorate: Dept. of Psychiatry
- SALARY** : GR 1: R 499 953 – R 562 698 per annum, Other Benefits: Medical Aid (optional), housing allowance: employee must meet prescribed requirements
- CENTRE** : King Edward VIII Hospital (KEH)
- REQUIREMENTS** : Senior certificate (Grade 12), degree/Diploma in General Nursing Science and Midwifery, current registration with South African Nursing Council as Professional nurse and a midwife, current Registration as an Psychiatric Nurse, minimum of 9 years appropriate/recognizable experience as a Professional Nurse after registration as Professional nurse. At least 5 years of this period must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Psychiatric Nursing Science, proof of previous and current experience (certificate of service) and stamped by HR must be attached. Recommendations: Nursing Management will be an added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of psychiatric Nursing, knowledge and insight into nursing processes and procedures, knowledge of public Service Acts, regulations, prescripts and policies, knowledge of SANC rules and regulations, knowledge of Code of Conduct for Public Service employees, decision making and problem solving skills, skills in organizing, planning and supervising, knowledge of Batho Pele principles and Patients Right Charter, knowledge of National Core Standards, ability to supervise, teach and manage staff, an understanding of the challenge facing Public Health Sector, ability to provide monitoring and coaching to her/his supervisees
- DUTIES** : Key Performance Areas: Provide effective management and professional leadership ensuring that the unit is organized to provide quality patient care, engage in clinical assessment of Mental Health Care Users in a specialized psychiatric setting, monitor the implementation of nursing process and develop quality improvement programs, manage and monitor human and material resources effectively and efficiently, develop and implement policies, develop operational and procurement plans for the department, provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and safety Act and all other applicable prescripts, ensure development and implementation of staff

development programs, deal with grievances and staff discipline in terms of laid down policies and procedures, monitor implementation of EPMDS, ensure proper allocation of staff, maintain constructive working relationships with nursing and other stakeholders, promotion of health and wellness programs to increase productivity , promote cost effective utilization of resources according to relevant legislation, responsible for training, monitoring and upgrading skills of health professionals, co-ordinate special projects related to Psychiatry and health promotion in line with health calendar

ENQUIRIES
NOTE

- : Mr.T.G. Mbanjwa Tel no: (031) 360 3493
- : People with Disabilities and African males are encouraged to apply