



VACANCY

JOB TITLE	:	ASSISTANT MANAGER NURSING: (SPECIALITY- ORTHOPAEDICS/ OPHTHALMOLOGY
COMPONENT	:	NURSING
INSTITUTION	:	GREY'S HOSPITAL
CENTRE	:	PIETERMARITZBURG
REFERENCE NO	:	GS 7/25
SALARY	:	R 715 977.00 PER ANNUM, PLUS 13TH CHEQUE, MEDICAL AID (OPTIONAL), HOME OWNERS ALLOWANCE, EMPLOYEE MUST MEET THE PRESCRIBED REQUIREMENTS

MINIMUM REQUIREMENTS:-

- Grade 12 Certificate
- Degree / Diploma in General Nursing
- A Post Basic Qualification in Orthopaedic Nursing Science or Ophthalmology Nursing Science with a duration of at least one (1) year accredited with the SANC
- Current Registration with SANC as a Professional Nurse (2025 SANC receipt)
- A minimum of 10 years appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing
- At least 6 years of the period referred to above must be appropriate /recognizable experience in the specific speciality after obtaining the 1-year post-basic qualification in the Orthopaedic Nursing Science or Ophthalmology Nursing Science.
- At least three (3) years of the period referred above must be appropriate / recognisable experience at Management level. (Eg from the level of an Operational Manager)
- **Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department**

The Employment Equity Target for this post is: African Male and African Female

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as:
- Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure,
- Financial and budgetary knowledge pertaining to the relevant resources under management
- Insight into procedures and policies pertaining to nursing care.
- Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework

- Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- Computer skills in basic programs.

KEY PERFORMANCE AREAS:

- Plan, organize and monitor objectives of Orthopaedics/Ophthalmology and Surgical units.
- Manage and provide therapeutic environment for staff, patients and the public accessing health care services at Grey's hospital
- Demonstrate effective communication to patients, families, multidisciplinary team members and other stake holders within the hospital
- Ensure that high quality nursing care is rendered to all clients accessing Orthopaedics/Ophthalmology and Surgical health services at Grey's Hospital, taking into consideration safety risks assessments and patient safety incidents prevention and reporting.
- Manage the utilization and supervision of all resources, taking into consideration cost containment measures.
- Manage, coordinate and plan the provision of effective training and research, focusing on the programs aimed at the improvement of Orthopaedics/Ophthalmology and Surgical services in the nursing units.
- Manage staff performance by implementing the performance management system of the department of health.
- Manage and instill discipline, professionalism and work ethics among employees.
- Develop strategies which will ensure compliance to quality care, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and Standards (N&S).
- Maintain a constructive working environment with the multi-disciplinary team members.
- Provide effective support to Nursing services e.g. assist with relief duties to nursing management.

Enquiries: Mr F.S. Matibela – Telephone No. : 033 897 3331

DIRECTIONS TO CANDIDATES

- 1.1 The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za.
- 1.2 Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020 - 81/971431 effective 01 January 2021) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification.
- 1.3 Applicants are required to complete and sign Z83, and also submit a detailed curriculum vitae (CV).
- 1.4 All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form.
- 1.5 Applicants are required to reflect information even if the same information is provided on the detailed CV.
- 1.6 The Reference number must be indicated in the column provided on the form Z83, e.g. Reference Number GS 7/25.
- 1.7 Please note that communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful.

- 1.8 The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).
- 1.9 It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.

THIS DEPARTMENT IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER, WHOSE AIM IS TO PROMOTE REPRESENTIVITY IN ALL LEVELS OF ALL OCCUPATIONAL CLASSES OF THE DEPARTMENT.

APPLICATIONS MUST BE FORWARDED TO:

**Human Resources Department
Greys Hospital
Private Bag X 9001
Pietermaritzburg
3200
(Attention: Mrs M. Chandulal)**

CLOSING DATE: 31st March 2025

Miss N CELE
ACTING DEPUTY DIRECTOR: HRM: GREYS HOSPITAL

DATE

APPROVED/ NOT APPROVED

DR NMT GUMEDE
CHIEF EXECUTIVE OFFICER: GREYS HOSPITAL

DATE