

ADVERT

JOB TITLE	:	OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
COMPONENTS	:	TAYLORS, NXAMALALA AND NTEMBENI PHCs
NO OF POSTS	:	03
INSTITUTION	:	HARRY GWALA REGIONAL HOSPITAL
SALARY	:	R 693 096.00 – R 789 861.00 Per Annum
REFERENCE	:	PHC 01/2025
OTHER BENEFITS	:	13th Cheque, PLUS 8% Inhospitable Area Allowance, Medical Aid, (Optional), AND Housing Allowance (Employee must meet prescribed requirements)

REQUIREMENTS FOR THE POST

- Senior Certificate /Grade 12
- Diploma/Degree in General Nursing and Midwifery (obtainable from University/ College)
- Registration certificate with SANC as a General Nurse and Midwife
- Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC
- Current SANC registration (2025 Receipt)
- **EXPERIENCE:** A minimum of NINE YEARS' recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing, atleast FIVE YEARS of that period must be recognisable experience after obtaining one year post basic qualification in Primary Health Care.
- **Proof of previous and current work experience endorsed and stamped by HR (Certificate of Service)**
- Computer literacy with a proficiency in MS Office Software applications
- Code B drivers' licence unendorsed

KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED

- Financial Management
- Leadership, organizational, decision making, problem solving and conflict management
- Knowledge of public service policies and other Health Related prescripts
- Sound knowledge of code of conduct
- Good interpersonal skills.
- Human Resources Management and Labour Relations Act

KEY PERFORMANCE AREAS

- Manage, facilitate and supervise provision of comprehensive core package of Service at PHC level including priority programs and quality improvement programs, in conjunction with professional and legal framework.
- Provide Quality Comprehensive Primary Health Care through conducting supervision to teams working within the facility and Outreach Program.

- Supervise the implementation of Integrated Multi Stakeholder Health Promotion and Well-being Strategy through maintenance of inter-sectoral collaboration with other government structures of Operation Sukuma Sakhe.
- Assist and facilitate development of the Operational plan, monitor the implementation and submit progress reports.
- Conduct clinical audits and ensure implementation of quality improvement plans supported by strong work ethics.
- Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs, requirements and work as part of a multi- disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.
- Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan.
- Manage and co-ordinate smooth running and integration of the HAST program with facility.
- Ensure implementation, monitoring and evaluation of EPMDS in the operational area.
- Manage and support education, in-service training, and practice development initiatives in the facility, professional growth, ethical standards and participation in training and research.
- Deal with disciplinary and grievance matters including monitoring and managing absenteeism.
- Implement consequence management for non-compliance.
- Ensure Batho Pele Principles, National Core Standards and Ideal Clinic priorities are implemented.
- Monitor Clinic performances through capturing of complaints, compliments, suggestions, PSI's, PEC, waiting times etc.
- Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational Health and Safety Act.
- Ensure completion of accident/incident reports as they occur and timeous reporting.
- Coordinate special projects and health promotion in line with program goals of health calendar.
- Ensure accurate collation, analysis and verification of data within your jurisdiction prior to submission.
- Maintain constructive working relationship with all stakeholders i.e inter- professional and multi-disciplinary team.
- Advocate and promote nursing ethos and professionalism in the facilities.
- Administer an evidence result-based monitoring system in the facilities.
- Supervise and support implementation of Community Oriented Primary Health Care.
- Report clinic performances to Assistant Manager Nursing.
- Participate in Primary Health Care Sub–District Meetings.
- Deputize Assistant Manager Nursing and take over his/her responsibilities in his/her absence.

Enquiries: Mrs. N.M. Ngubane

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CLOSING DATE: 30 JUNE 2025