

RESOURCES AND OPERATIONS Welkom Campus

POST TITLE	Assistant Manager: Primary Health Care Centre <i>Welkom campus</i>		
REFERENCE NUMBER	• 504	CLOSING DATE FOR APPLICATIONS	• 1 March 2019
POST LEVEL	• P8	NATURE OF APPOINTMENT	• Permanent support services
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> • 3 years National Diploma in Nursing with Management & Community Health Nursing Science • 2 years' experience in the management of a Primary Health Care Clinic or equivalent • Registered as Professional Nurse with SANC • Knowledge in HAST (HIV AIDS STI AND TB) Management • Knowledge of relevant Medical legislation and Ethical Codes e.g. "Medicine & Related Substances Control Act" • Project Management & Report Writing Skills • Proficient in Excel & Word (Intermediate Level) 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> • 1 year Primary Health Nursing Science • 5 years' experience in the management of a Primary Health Care Clinic or equivalent 		
DIRECT ENQUIRIES TO	• Dr HH Oberholzer at 057 910 3569 or hoherhol@cut.ac.za		

MAIN TASKS

1. Develop policies and procedures to ensure the effective functioning of the Primary Health Clinic and the services it provides	2. Manage the provision of Primary Health Care Clinic services
3. Manage the administration of the clinic	4. Facilitate training, information and briefing sessions
5. Manage the performance and development of staff	6. Compile and submit reports
7. Represent the unit internally and externally at different forums	

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

(Kindly ensure that you read and comply before submitting your application)

- Please complete a separate application form for each post.
- The University may decide to consider only completed applications consisting of ALL the documents listed below for selection.
 - A completed and signed CUT application form;
 - A comprehensive Curriculum Vitae;
 - A **certified** copy of a South African identity document or a passport;
 - A complete set of **certified** copies of qualifications (only certified copies of documents are required. Please do NOT submit any original documents); and
 - A **certified** copy of the SAQA accreditation of any qualifications obtained at education institutions outside South Africa.

GENERAL REMARKS

- Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.
- The Central University of Technology, Free State reserves the right to conduct/employ a third party to conduct a background investigation in respect of all short-listed candidates.
- Correspondence will be limited to short listed candidates only. If you haven't received feedback in four weeks, consider your application not shortlisted.
- The Central University of Technology, Free State reserves the right not to make an appointment in the advertised post and/or to appoint other suitable persons recruited by means other than this advertisement. Appointment, either on a permanent or contract basis, will be negotiated with the successful candidate.
- Application forms are available from the Human Resources section, ZR Mahabane Building, CUT Campus, Bloemfontein or on CUT's website.

- Complete applications, quoting the specific reference number, should reach CUT on or before the closing date via:

By hand:

The Resourcing office, Human Resources
Central University of Technology, Free State
ZR Mahabane building
20 Pres. Brand Street
Bloemfontein

By mail:

The Resourcing Office, Human Resources
Central University of Technology, Free State
ZR Mahabane building
Private Bag X20539
Bloemfontein, 9300

By e-mail:

jobs@cut.ac.za