

All correspondences to be addressed to the Permanent
Secretary for Health and Child Care



Reference: A/3/3
Ministry of Health and Child Care
P.O. Box CY1122
Causeway
HARARE

Telephone: +263-242-730011/798537-70

18 May 2021

VACANCY CIRCULAR NO. 71 OF 2021

DISTRIBUTION LIST C

VACANCY: MATRON/SENIOR NURSING OFFICER III X 1 POST: MPIOLO CENTRAL HOSPITAL

Applications are invited from suitably qualified and experienced members who are eligible for promotion to the above mentioned vacant post in terms of the Appointment, Performance Advancement, Regrading, Transfer, Promotion and Training Procedures for Registered General Nurses in the Health Service.

REPORTS TO: Matron/Senior Nursing Officer 11

JOB SUMMARY

Responsible and accountable for the central hospital nursing services. Plans, organizes, directs, manages, coordinates and oversees the activities and operations of Wards/Units nursing services.

RESPONSIBILITIES

1. Supports and supervises the Sisters in Charge.
2. Conducts ward rounds in hospital and monitors quality of nursing care.
3. Participates in setting hospital/institutional policies and monitors staff adherence to Ministry and Hospital policies.
4. Conducts operational research and discusses the findings with relevant departments.
5. Identifies training needs for Sisters in Charge and recommends for training.
6. Participates in clinical teaching of students in training and those on secondment.
7. Appraises Sisters in Charge.
8. Is a resource person on conditions of service, grievance procedures, line authorities, medico legal hazards and acts of misconduct.
9. Organises and chairs nurse meetings.
10. Counsels staff, clients and relatives.
11. Promotes efficient and effective utilization of material resources.
12. Complies quarterly and annual reports.

QUALIFICATIONS AND EXPERIENCE

1. Degree/Diploma in General Nursing
2. A Post Basic qualification in Nursing or Midwifery
3. Degree/Diploma in Nursing Administration

4. Any other Post Basic qualification will be an added advantage.
5. At least two years of experience as Charge Nurse
6. Applicants should be registered with the Nurses Council of Zimbabwe and in possession of a valid practising certificate.

SALARY SCALE: Will be disclosed to short listed candidates.

APPLICANTS SHOULD STATE

1. Full names: (Surname first)
2. Date of present appointment
3. Date and place of birth
4. Present salary and date first received
5. Whether temporary, on probation or fixed establishment
6. Qualifications, full details of previous experience including dates of training.
7. Employee code number.
8. **Quote vacancy circular number not reference number.**

SALARY SCALE: Will be disclosed to short listed candidates.

In making recommendations for filling this post, the Ministry's Staff Advisory Committee will only consider those who apply in terms of this circular and officers in charge of hospitals are requested to ensure that the contents of this circular are brought to the attention of all eligible candidates including those on leave.

Applications must be addressed to **The A/Chief Executive Officer, Mpilo Central Hospital, P O Box 2096, Bulawayo** and must pass through the Head of Office who must attach a copy of the Results Based Personnel Performance Appraisal Form for 2020 **not later than 24 May 2021.**

- NB**
1. Failure to submit such a report will delay the promotion exercise.
 2. Short-listed candidates must bring original certificates when called for interview.

E. Mundenda
Director, Human Resources

FOR: SECRETARY FOR HEALTH AND CHILD CARE



Cc: Executive Director, Health Service Board: Ms. R. R. Kaseke
A/Chief Director, Curative Services: Dr. M. Hove
A/Chief Executive Officer, Sally Mugabe Central Hospital
A/Director, Nursing Services: Dr. L. G. Dodzo