

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



Reference: A/3/12
Ministry of Health and Child Care
P.O. Box CY1122
Causeway
HARARE

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

20 May 2021

VACANCY CIRCULAR NO. 77 OF 2021

DISTRIBUTION LIST "C"

VACANCY: SISTER IN CHARGE (THEATRE) X 1 POST: GUTU MISSION HOSPITAL: MASVINGO PROVINCE

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 nurses in the Health Serves.

REPORTS TO: Matron/Senior Nursing Officer 111

JOB SUMMARY

Responsible for planning, organising implementing, monitoring and evaluating nursing activities in the Theatre.

RESPONSIBILITIES

1. Plans, organises, controls and co-ordinates nursing duties at ward level.
2. Evaluates nursing activities.
3. Monitors quality of client care continuously and ensures staff adherence to infection prevention and control guidelines.
4. Ensures that all equipment and instruments are maintained in good working condition.
5. Ensures proper documentation of all theatre registers and their safe keeping.
6. Compiles monthly, quarterly and annual statistics and reports timely.
7. Conducts performance appraisals for subordinates.
8. Participates in clinical teaching of staff and students.
9. Ensures continuing professional development of subordinates.
10. Acts as Matron III Theatre when necessary.
11. Checks on safety and custody of drugs.
12. Motivates staff by involving them in patient care, management activities and recognizes their efforts and potential.

QUALIFICATIONS AND EXPERIENCE

1. Degree/Diploma in General Nursing.
2. Degree/Diploma in Operating Theatre Nursing
3. Any other post basic qualification is an added advantage.
4. At least 2 years' experience as a Senior Registered General Nurse
5. Applicants should be registered with the Nurses Council of Zimbabwe plus 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.**

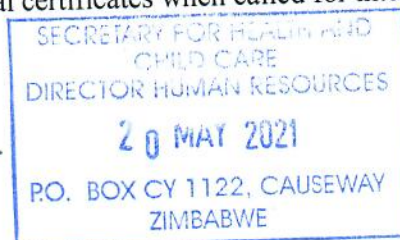
In making recommendations for filling this post, the Ministry's Staff Advisory Committee will only consider those who apply in terms of this circular and officers in charge of hospitals are requested to ensure that the contents of this circular are brought to the attention of all eligible candidates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

Applications must be addressed to **The Provincial Medical Director, Masvingo, P. O. Box 147, Masvingo** 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 27 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
The Provincial Medical Director, Masvingo: Dr. A. Shamu
A/Director Nursing Service: Dr. L. G. Dodzo